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300.1 GENERAL POLICY & REGULATION

The Office of Child Development and Early Learning (OCDEL) encourages parent-choice in the selection of a child care provider by subsidized child care clients. Families that are eligible for subsidized child care have the right to choose a child care provider who agrees to comply with the Department of Human Services' (DHS) standards for provider participation. Information and direction regarding child care provider selection are given by the Child Care Information Service (CCIS) agencies located throughout Pennsylvania. Parents/Caretakers (P/C) can also search for child care providers or early learning services directly. For more information about provider search services, see [Chapter 200, Resource & Referral](#).

A subsidy p/c may select either regulated or unregulated providers. Unregulated providers include in-home care providers discussed in [Chapter 302, In-Home Provider Management](#) and Relative/Neighbor (R/N) Providers, discussed in [Chapter 301, Relative Neighbor Provider Management](#). Regulated providers are child care centers certified under [Chapter 3270](#), group child day care homes certified under [Chapter 3280](#) or family child care homes (FCCH) registered under [Chapter 3290](#).

If a provider who was previously open in PELICAN Child Care Works (CCW) as a regulated provider operating with a Federal Employer Identification Number (FEIN) wishes to open as an unregulated provider, the CCIS can open the provider as an R/N using their Social Security Number (SSN). This will be a new legal entity. However, if the provider was previously in PELICAN CCW using his/her SSN, the CCIS should contact OCDEL Headquarters provider staff to reopen the provider. For additional information, see [Chapter 301, Relative/Neighbor Provider Management](#).

**NOTE:** A provider cannot be both an FCCH provider and an R/N provider.

[See Manual Section "300.19.3.1 – Questions – 300.1 – General Policy & Regulation"](#)

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300.2 DEFINITIONS & ACRONYMS

See [Manual "101 – Definitions"](#) for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.

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300.3 GOALS & OBJECTIVES

See [Manual Section "300.19.1 – Goals"](#) and [Manual Section "300.19.2 – Objectives"](#)

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300.4 PARENT/CARETAKER (P/C) RESPONSIBILITIES

The following establishes the responsibilities of a p/c who participates in the subsidized child care program and selects a regulated provider. The p/c must:

1. Be determined eligible for the subsidized child care program.
2. Participate in a face-to-face meeting.
3. Identify and enroll with an eligible provider within 30 days of the date the CCIS notifies the p/c that funding is available. If the p/c's chosen provider has no available opening, the p/c must choose another provider to meet the 30 day timeline. The p/c can transfer the child at any time.

**As specified in [§ 3041.16\(e\)](#), “A p/c is ineligible for subsidized child care if he does not select an eligible child care provider and enroll the child within 30 calendar days following the date the eligibility agency notifies the p/c that funding is available or that the family’s current child care provider is ineligible to participate in the subsidized child care program.”**

**As specified in [§ 3041.133 \(c\)](#), “If a parent or caretaker does not select an eligible provider and enroll the child for child care no later than 30 calendar days following the date funding is available, the child will not be eligible for subsidy and will be removed from the waiting list.”**

4. Select a provider who does not reside in the same home as the child and who is interested in participating in the subsidized child care program.
5. Select a new provider within 30 days following notice from the previous provider if the provider chooses not to participate in the subsidized child care program.
6. Notify the CCIS of any changes in the number of days or hours for which child care is need no later than 10 calendar days following the date of the change.

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300.5 CCIS RESPONSIBILITIES

The following establishes the responsibilities of the CCIS. The CCIS:

1. Determines the enrollment date for any subsidy-eligible child.
2. Reviews and obtains signature(s) on the [Provider Agreement \(Agreement\)](#).
3. Obtains completed IRS form, “Request for Taxpayer Identification Number and Certification,” better known as the W-9.
4. Obtains provider’s closed days.
5. Obtains provider’s published rate sheet, if available.
6. Enters the service schedule into PELICAN CCW for a new provider location and updates the schedule for a provider who does not participate in PSS.

**NOTE:** To determine providers who “participate” in PSS, review the RE206 Provider Pay Rate Compliance Report or the RE208 Provider Closed Day Progress Report. Providers shown as R&R Active are able to

update their own closed days, rates and service schedule using PSS. CCIS agencies may want to encourage the providers to use PSS.

7. Gives the provider information about Provider Self Service (PSS).
8. Notifies the provider of enrollments on the Enrollment Summary.
9. Sends the provider a monthly Attendance Invoice to complete and return to the CCIS so payment can be issued for enrollments.
10. Enters closed days in PELICAN CCW for a new provider location and on a yearly basis for providers who do not use PSS.
11. Enters rates in PELICAN CCW for a new provider location and updates rates as indicated in this chapter.
12. Provides basic assistance to providers who use PSS and refers the PSS providers who need more assistance to the PELICAN Help Desk at 877-491-3818.
13. Pays the provider according to the most current payment standards set forth in the in [Chapter 305, Provider Payments](#).
14. Conveys to the Regional Certification Office (Regional Office) changes to information reported by the provider.
15. Enters and updates provider information in PELICAN CCW.
16. Maintains a file of all documentation from the provider and correspondence not generated through PELICAN CCW.
17. Documents communication with the provider in Provider Comments.
18. Suspends enrollments when a provider advises of voluntary closure or as directed. See [Chapter 408, Enrollments & Co-payments](#) for information about suspending an enrollment.

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### 300.6 PROVIDER RESPONSIBILITIES

The following establishes the responsibilities of the provider. The provider:

1. Submits published rates and a W-9 form.
2. Signs the [Agreement](#).
3. Complies with other regulated provider responsibilities as detailed in the [Agreement](#) and all associated Appendices.
4. Complies with the terms of the regulations and cooperates with the Regional Office.

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## 300.7 REGULATED PROVIDERS

When the Regional Office creates a new regulated provider in the Certification Licensing System (CLS), provider information is “pushed” to PELICAN CCW during the nightly batch process and an alert is generated to the “owning” CCIS. For information about ownership of a provider, see [300.15, Ownership of Regulated Providers](#). The CCIS contacts the provider to determine if s/he is interested in participating in the subsidized child care and resource and referral (R&R) programs.

**NOTE:** See [sample](#) letter that can be sent if the provider indicates a desire to participate in the subsidized child care program.

If the provider is interested, the CCIS sends the following:

- PSS brochures:
  - Pub 591 – OCDEL Child Care and Early Learning Provider Self-Service
  - Pub 592 – OCDEL OAT Online Attendance Tracking
- Request for provider’s published rates

**NOTE:** If the provider does not have published rates, the provider must submit a signed and dated statement of the provider’s private pay rates.

- IRS Form W-9
- [Child Care Provider Survey](#)
- [Regulated Provider Agreement](#) including attachments

In addition to returning the information above (with signatures as required) to the CCIS, advise the provider to submit a signed and dated copy of his/her published rates and verification of his/her Tax ID number (Social Security Card or IRS verification of FEIN). Acceptable IRS verification is either a document with an IRS tax label with both the IRS Name and FEIN; or letter to the provider from the IRS, on IRS letterhead, referring to the FEIN.

For additional information on the [Child Care Provider Survey](#) and R&R see [Chapter 200, Resource & Referral](#).

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## 300.8 SEARCH/PULL A PROVIDER

If a p/c contacts the CCIS to say s/he wants to use a particular regulated provider or if a provider contacts the CCIS indicating a wish to care for subsidized children, the CCIS should conduct a search to determine if the provider is already established in PELICAN CCW.

The screenshot shows the 'Provider Search' page with the following sections:

- Navigation:** HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, ADMINISTRATION, HELP.
- Sub Navigation:** PROVIDER SEARCH, CHILDLINE INBOX, CHILDLINE SEARCH.
- Search Tabs:** LOCATION, LEGAL ENTITY, ADVANCED.
- Simple Search:** MPI ID, Provider ID, Provider Certification ID, CIS Provider/Vendor ID, SSN/FEIN, Main Phone, Certificate ID.
- Location Name Search (string search):** Last Name, Business Name, Provider Type, Open/Closed, Programs Offered, First Name, County, State, ZIP Code, Keystone STARS Quality Rating.
- Search By:** Legal Entity Name (selected), Location Name.
- Buttons:** SEARCH, RESET.

**Search for the provider in PELICAN CCW as follows:**

1. Click Provider on the Main Navigation bar.
2. Click Provider Search on the Sub Navigation bar.
3. Enter the search criteria such as SSN/FEIN, the provider’s name or phone number and click Search.

The screenshot shows the 'Provider Search' results page with the following details:

**Search Criteria**

- MPI ID: 300426437
- Open/Closed: Open
- Name Search: Legal Entity

Result Type	Provider ID	Legal Entity Name	Location Physical Address	Location Main Phone	CIS Provider/Vendor ID	SSN/FEIN	Close Date	Keystone STARS Quality Rating	Known to CCW?
MPI-ServLoc	300426437-0001	UAT MARBLEHEAD CHILDREN INC	4600 MARBLEHEAD ST HARRISBURG, PA 17109	(717)555-1212		** ***3000			<a href="#">Pull</a>

**Create New Legal Entity** [GO](#)

If the provider was entered in CLS the same day that the p/c or provider contacts the CCIS, the provider’s full information does not appear in CCW until the overnight batch runs. However, if the CCIS knows the provider’s MPI, the CCIS can “pull” the provider information into CCW before the batch runs by locating the provider in CCW and clicking the “Pull” hyperlink in the Known to CCW column on the Provider Search results page.

**Legal Entity Demographics Summary** Select...

Provider ID	Legal Entity	MPI ID
111		10

[BACK TO SEARCH RESULTS](#)

**General Legal Entity Information**

Legal Entity Name  
 IRS Name  
Tax Number 99-9900667  
 Date of Birth  
 Business Type Individual  
 Business Status Profit  
 Language English  
 Website  
 CCIS Office Assignment CCIS of Dauphin County  
 Provider Load 0108  
 Fiscal Load 0001

[UPDATE](#) [HISTORY](#) [LOCAL ID](#)

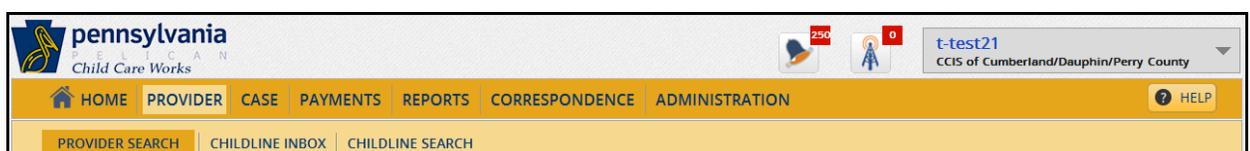
The CLS system allows Regional Office staff to enter a new regulated provider who has not provided a Tax Number (SSN/FEIN). All providers are displayed in PELICAN CCW regardless of whether the Tax Number is entered by the Regional Office. If a provider search shows a provider whose Tax Number does not match the number the provider told the CCIS, but begins with 99-99, this is a child care provider who has not participated in the subsidy system. This is known as a “dummy” Tax ID. If a provider who wishes to care for subsidy children does not display a valid Tax Number in PELICAN CCW, the CCIS should tell the provider s/he must contact the Regional Office and provide tax information in order to participate in the subsidized child care program. To avoid a duplicate provider record in PELICAN CCW, advise the provider to tell the Regional Office that s/he already has a Provider ID in the PELICAN system that does not have a valid Tax ID number. The Regional Office staff replace the invalid Tax ID with the valid number rather than creating a new Provider ID (and a duplicate record). Please review [Duplicate Records, 300.17.1](#).

If the CCIS does not find the provider through Provider Search, advise the provider to contact their Regional Office.

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### 300.9 MANAGING LEGAL ENTITY DEMOGRAPHICS INFORMATION

The User ID, User’s Location/Agency and Alert and Broadcast notifications designated by the bell and radio tower icons, respectively are displayed on every PELICAN CCW page.



Legal entity demographics primarily populate from information the provider enters on his/her Application for Certificate of Compliance (Application). Under the General Legal Entity Information shown on the Legal Entity Demographics Summary page, the Legal Entity Name, Tax Number, Business and Type/Status are entered by Regional Office staff based on information on the application the provider submitted to the Regional Office. The IRS name pre-populates based on the Legal Entity Name. Please contact OCDEL Headquarters provider staff for IRS name changes. The Language field determines the language in which correspondence generates. The default language is English; Spanish is the current alternative.

**REGULATED PROVIDER**

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**NOTE:** For FCCH providers with “Individual” Business Type, the Legal Entity Name is the first and last name which populates from the Contact information on the provider’s application. For other Business Types the Legal Entity Name populates from the Business Name shown on the provider’s application.

### Legal Entity Demographics Summary

Provider ID	Legal Entity	MPI ID
1113368664	UAT MARBLEHEAD CHILDREN INC	300426437

**General Legal Entity Information**

Legal Entity Name: UAT MARBLEHEAD CHILDREN INC  
 IRS Name: UAT Marblehead Children Inc  
 Tax Number: 24-1003000  
 Date of Birth:  
 Business Type: Corporation  
 Business Status: Profit  
 Language:  
 Website:  
 CCIS Office Assignment: CCIS of Cumberland/Dauphin/Perry County  
 Provider Load:  
 Fiscal Load:

[UPDATE](#) [HISTORY](#)

**Additional Legal Entity Information**

Type	Value	Begin Effective Date	End Effective Date
1099 Indicator	No	10/01/2014	

[HISTORY](#)

**Address Information**

Address Type	Address	Geocoded	Effective Date	End Date
Physical	4600 MARBLEHEAD ST HARRISBURG, PA 17109-4427 Dauphin County Phone: (717)555-1212	Yes	10/14/2014	

[NEW](#) [HISTORY](#)

**Contact Information**

Name	Title	Primary Phone	Secondary Phone	Email
No Records are available				

[NEW](#) [HISTORY](#)

**Provider Locations**

Location ID	MPI ID	Location Name	Address	Close Date	Close Reason	Vendor ID	R&R Status	Subsidy Status
1113368664-1	300426437-0001	UAT MARBLEHEAD CHILDREN	4600 MARBLEHEAD ST HARRISBURG, PA 17109-4427			C914127	Inactive - Not on Mailing List	Eligible Subsidy Provider

The CCIS can enter and update the provider’s Website. The CCIS Office Assignment is system-generated based on the county of the provider’s physical address. In Philadelphia it is based on ZIP Code. See [Chapter 104, Use of PELICAN CCW](#) for information about Provider and Fiscal Load.

The 1099 Indicator identifies providers to whom the CCIS should send a 1099 form for tax purposes.

**NOTE:** The 1099 Indicator is set to Yes or No based on the business type and status information in CLS.

CCIS agencies should compare the Business Type and 1099 Indicator fields in PELICAN CCW against the information on the provider’s W9. If they differ, the CCIS should contact the provider or Regional Office for clarification. The CCIS

should send a 1099 form to providers who earn \$600 or more in one calendar year and who are not incorporated. The CCIS should check with the IRS if they have additional questions about 1099 requirements.

The Physical Address information pre-populates in PELICAN CCW based on information in CLS. The CCIS can enter and update telephone and fax information. In addition, the CCIS can enter additional address information for correspondence and payment if those addresses differ from the Physical Address. Do not enter a Payment Address or Correspondence Address if they are the same as the physical address. The CCIS can enter and update Contact Information.

Only Headquarters and the Regional Office staff can update the Legal Entity Name, Tax Number, Business Type, Business Status, and are able to close and reopen a provider. Only Regional Office staff can update the Legal Entity and Location Physical Address. The CCIS agency can update the phone number, fax number, website and language fields.

**NOTE:** If the CCIS contacts the Regional Office to correct information under their control, but resolution does not occur within a reasonable amount of time, contact OCDEL Headquarters provider staff.

Click the appropriate line-item icon (i) or the History button to view the history of changes to the information on the Legal Entity Demographics Summary page.

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### 300.10 MANAGING LOCATION DEMOGRAPHICS INFORMATION

As with the legal entity information, provider location information is primarily pre-populated based on Application information entered through CLS. When new locations are added to a legal entity, PELICAN CCW generates an alert to the CCIS. Location information is show on the Location Demographics Summary page which can be accessed by clicking the Location ID link on the Legal Entity page or by entering the provider's identification number and location ID into the Legal Entity ID and Location ID columns of the Location Demographics Summary row on the Provider Management home page and clicking Go.

**NOTE:** Sometimes duplicate locations are created for the same legal entity. Duplicate provider records may result in payment issues. Duplicate records are discussed in [300.17.1, Duplicate Records](#).

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE

PROVIDER SEARCH | CHILDLINE INBOX | CHILDLINE SEARCH

## Provider Management Home

Description	Vendor ID	Legal Entity ID	Location ID	
Legal Entity Demographics Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
Location Demographics Summary	<input type="text"/>	1113368664	1	GO
CareCheck Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
Agreement Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
Rates Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
Subsidy Profile Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
R&R Profile Summary	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO
Provider Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	GO

Navigate to the Location Demographics Summary page by selecting Provider then entering the Provider ID and Location ID on the Location Demographics Summary line on the Provider Management home page, then click Go.

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE

PROVIDER SEARCH | CHILDLINE INBOX | CHILDLINE SEARCH

## Provider Search

LOCATION LEGAL ENTITY ADVANCED

**Simple Search**

MPI ID  -  SSN/FEIN

Provider ID **1113368664** - **1** Main Phone

Provider Certification ID  -  Certificate ID

CIS Provider/ Vendor ID

## Provider Search

**Search Criteria**

Provider ID 1113368664-1  
 Open/Closed Open  
 Name Search Legal Entity

Result Type	Provider ID	Legal Entity Name	Location Physical Address	Location Main Phone	CIS Provider/ Vendor ID	SSN/FEIN	Close Date	Keystone STARS Quality Rating	Known to CCW?
<a href="#">Legal Ent. Loc</a>	1113368664-1	UAT Marblehead Children Inc	4600 MARBLEHEAD ST HARRISBURG, PA 17109	(717)555-1212	C914127	**-***3000			Yes

Another method is to Select Provider, Provider Search, enter the Provider ID and click Search on the Provider Search page. Click the appropriate hyperlink for the provider's location.

# REGULATED PROVIDER

*April 15, 2015*

Provider Locations								
Location ID	MPI ID	Location Name	Address	Close Date	Close Reason	Vendor ID	R&R Status	Subsidy Status
<a href="#">1113368664-1</a>	300426437-0001	UAT MARBLEHEAD CHILDREN	4600 MARBLEHEAD ST HARRISBURG, PA 17109-4427			C914127	Inactive - Not on Mailing List	Eligible Subsidy Provider

A third method of accessing the Location Demographics Summary page is to click the location’s hyperlink from the Legal Entity Demographics Summary page.

### Location Demographics Summary

[GO](#)

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300426437-0001	100020445-0001	1113368664-1	UAT MARBLEHEAD CHILDREN INC	UAT MARBLEHEAD CHILDREN

**Keystone STARS Quality Rating**

**General Location Information**

Location Name	UAT MARBLEHEAD CHILDREN
Language	
Total Licensed Capacity	24
Website	
Vendor Id	C914127
CCIS Office Assignment	CCIS of Cumberland/Dauphin/Perry County
MCCA County	Dauphin
Municipality	
School District	
Provider Load	
Fiscal Load	

[UPDATE](#) [HISTORY](#) [ENROLLMENT SEARCH](#) [LOCAL ID](#)

**Additional Location Information**

The Location Demographics Summary page displays demographic information about a specific provider location. Under the General Location Information section, the Location Name and Capacity comes to PELICAN CCW from the CLS. The Language field determines whether PELICAN CCW-generated correspondence prints in English or Spanish. The default is English, but can be changed using the Update button. If the CCIS receives an over capacity warning when entering enrollments, refer to [300.14, Capacity Compliance](#):

Only the owning CCIS, shown next to CCIS Office Assignment can update the editable location demographics information. See [300.15, Ownership of Regulated Providers](#), for more information. The CCIS can enter the location’s website by selecting the Update button under General Location Information. The Vendor ID is old ID information from the Client Information System (CIS) and is no longer used. The CCIS Office Assignment, Municipality, and MCCA County automatically populate based on the county location of the provider’s physical address. See [Chapter 305, Provider Payments](#) for more information about MCCA. The CCIS can enter the School District using the Update button. School District information is helpful to R&R specialists when searching for childcare in a particular school district. For more information on R&R see [Chapter 200, Resource and Referral](#).

See [Chapter 104, Use of PELICAN CCW](#) for more information about Provider Load and Fiscal Load. A history of changes made to this information can be viewed using the History button.

Additional Location Information				
Type	Value	Effective Date	End Date	
<a href="#">MCCA County</a>	Dauphin	10/01/2014		<a href="#">?</a>
<a href="#">Keystone STARS Quality Rating</a>	No Star Rating	10/01/2014		<a href="#">?</a>
<a href="#">Payee Level</a>	Location	10/01/2014		<a href="#">?</a>
<a href="#">Provider Type</a>	Center	10/01/2014		<a href="#">?</a>

[HISTORY](#) [?](#)

# REGULATED PROVIDER

April 15, 2015

Under the Additional Location Information, the MCCA County is pre-populated based on the county of the provider's physical address. MCCA is covered in more detail in [Chapter 305, Provider Payments](#).

The Keystone STARS Quality Rating (STARS or Keystone STARS) shows the regulated provider's STAR level and is populated from information entered in the Keys to Quality System. The STARS program recognizes providers who are STARS certified and promotes continuous quality improvements in early learning and school age environments. Providers may receive extra funds for STAR attainment. For additional information about Keystone STARS, see [Rates, 300.11.4](#) or visit the [Keys to Quality](#) website.

The Payee Level is set to Location by default. This field indicates where Payment Summaries are sent. The owning CCIS can update the Payee Level to specify if the payment should be issued to the legal entity or location address. If the owning CCIS changes the Payee Level to Legal Entity and no Legal Entity Payment Address is entered, PELICAN CCW directs payment to the Legal Entity Physical Address. If the Payee Level is set to Location and no Location Payment Address is entered, PELICAN CCW directs payment to the Location Physical Address. This link is used in conjunction with the Addresses in the Address Information section (see screenshot below).

**NOTE:** If a provider with multiple locations wants particular or all sites printed on the same Payment Summary, select "Legal Entity" as the Payment Level for each of the desired locations.

If a Legal Entity is listed as the Payee Level, PELICAN CCW prints the Local ID on the Provider Payment Summary for each location that has a Local ID with the CCIS office/county combination AND that has an attendance invoice or adjustment associated with that location. In these cases, the Local ID appears next to each location within the body of the Provider Payment Summary.

The Provider Type and its Effective Date fields are populated from CLS and are read-only for all CCIS staff. Contact the Regional Office if a Provider Type needs to be updated.

**NOTE:** If a provider indicates they wish to change from a regulated provider to an unregulated R/N provider, contact Headquarters provider staff to request that change once the provider has been closed in CCW.

Address Information					
Address Type	Address	Geocoded	Effective Date	End Date	
<a href="#">Physical</a>	4600 MARBLEHEAD ST HARRISBURG, PA 17109-4427 Dauphin County Phone: (717)555-1212	Yes	10/14/2014		

[NEW](#)  [HISTORY](#) 

Under Address Information, the Physical Address is populated from CLS to PELICAN CCW. The CCIS can enter the Payment and/or Correspondence Addresses only if those addresses differ from the Physical Address, by clicking New and selecting the Address Type from the drop-down box on the Location Address Detail page. Click the appropriate line-item icon (i) or the History button below the table to view history.

# REGULATED PROVIDER

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Program Participation			
Program Participation	Type	Participation	Effective Date
<a href="#">Child Care</a>	County	Dauphin	10/14/2014

[NEW](#) 

The Program Participation section identifies all OCDEL programs in which the provider participates and the program's corresponding location (County/School District). This information automatically displays for all regulated providers and is maintained by OCDEL Headquarters. The subsidy program only enrolls children with providers who have Child Care listed under Program Participation.

Attendance Invoice Type Information				
Type	Value	Effective Date	Service Period	
<a href="#">Attendance Invoice Type</a>	Paper			

[HISTORY](#) 

Attendance Invoice Type Information indicates whether the provider uses paper or online attendance invoicing. The default is paper invoicing. The Type changes to Online when the provider registers for that option through PSS. Online Attendance Tracking (OAT) allows regulated subsidized child care providers to receive and submit monthly attendance invoices electronically. In order to take advantage of OAT, a provider location must "opt-in." Once opted-in, providers can view their invoices as of the first of every month. In addition, they can view copies of payment summaries, recoupment and outstanding balance letters. Providers who opt-in receive automatic updates during the overnight batch process when their CCIS makes a co-pay or enrollment change to a child on their invoice. The CCIS can change this to opt-out, if the provider makes that request, by checking the Attendance Invoice Type hyperlink and changing the checkbox. A provider who uses PSS can make this change in PSS. For more information see the training material, [Provider Self-Service Online Attendance Tracking - Provider](#). Refer providers who have attendance invoice issues, to the PELICAN Help Desk email, [ra-eln@pa.gov](mailto:ra-eln@pa.gov) or telephone, 877-491-3818.

Certificate Information			
Certificate ID	Status	Issue Date	Expire Date
CER-00026639	Granted	10/01/2014	10/01/2015

[HISTORY](#) 

Certificate Information shows the provider's most recent certification status. In addition to the "Awaiting Renewal" Status shown in the screen shot above, other certificate statuses may be "Granted," "Revoked," "Expired," and "Closed." Status is only informational to the CCIS. **Do not end enrollments** if this displays "Expired," "Revoked," or "Closed." The provider could be appealing the certificate status. The Regional Office staff close the location when the pending events are complete and a Close Date and Close Reason display as in the screen shot below.

### Location Demographics Summary

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300400190-0001		5113364266-1	CANBY CHILD CARE SERVICES, INC.	CANBY CHILD CARE SERVICES

**Keystone STARS Quality Rating**  
No STAR Rating

[BACK TO SEARCH RESULTS](#)

**General Location Information**

Location Name	CANBY CHILD CARE SERVICES
Language	English
Total Licensed Capacity	24
Website	
Vendor Id	C912454
CCIS Office Assignment	CCIS of Cumberland/Dauphin/Perry County
MCCA County	Dauphin
Municipality	
School District	
Provider Load	
Fiscal Load	
Close Date	4/2/2014
Close Reason	Certification

[UPDATE](#) [HISTORY](#) [ENROLLMENT SEARCH](#) [LOCAL ID](#)

**NOTE:** If a provider notifies the CCIS agency that they are closing or have closed, the CCIS should instruct the provider to contact the Regional Office and return the Certificate of Compliance/Registration. In addition, the CCIS should suspend the enrollments, end the Agreement, notify the Regional Office, and work with the p/c as needed to find new child care.

If a provider notifies the CCIS agency that s/he plans to reopen, the CCIS agency should instruct the provider to contact the Regional Office to submit an application.

If someone other than the provider notifies the CCIS agency of a closure, the CCIS agency should contact the provider and the p/c to confirm. Based on the response from the provider or p/c, the CCIS should suspend the enrollments and notify the Regional Office.

**Contact Information**

Name	Title	Primary Phone	Secondary Phone	Email
No Records are available				

[NEW](#) [HISTORY](#)

The CCIS enters the contact information. The name becomes a hyperlink to the Location Contact Detail page. Use the New button to create a new entry for Contact Information. Click the contact's Name hyperlink to modify contact details.

**Status Information**

Type	Status	Reason	Effective Date	End Date	
<a href="#">Keys To Quality</a>	Inactive - Not On Mailing List		10/01/2014		
<a href="#">R&amp;R</a>	Inactive - Not on Mailing List		10/01/2014		
<a href="#">Subsidy</a>	Eligible Subsidy Provider	Certification	10/01/2014		

[HISTORY](#)

The Keys to Quality Status under Status Information on the bottom of the Location Demographic Summary page is populated based on information in the Keys to

## REGULATED PROVIDER

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Quality section of PELCIAN. When the Regional Office creates a new provider in CLS and the Provider is displayed in PELICAN CCW, the CCIS can click the R&R hyperlink to enter the R&R Status type and effective date. The status types for Keys to Quality and R&R are as follows:

**Active** - The provider is participating in the program. Provider information is shared for referrals through the Commonwealth’s Access to Social Services (COMPASS) online system.

**Inactive - On Mailing List** - The provider is not participating in the program, but wishes to receive program information.

**Inactive - Not on Mailing List** - The provider is not participating in the program and does not wish to receive information about the program.

**NOTE:** Neither the regulated providers’ telephone number nor their R&R profile information displays through the public Internet search unless they are in R&R Active status. OCDEL Headquarters staff change this status to Inactive – Not on Mailing List when a provider is under a Revoked or Refuse to Renew status due to a sanction imposed by the Regional Office. When the revocation is ended by the Regional Office or the renewal has occurred, OCDEL Headquarters provider staff restore the R&R Status.

For additional information about sanctions, see [300.12, Negative Sanctions](#). For additional information about R&R see [Chapter 200, Resource & Referral](#).

When the provider is certified through the Regional Office and comes to CCW from CLS, the provider shows as Subsidy Eligible.

Status Information					
Type	Status	Reason	Effective Date	End Date	
<a href="#">Keys To Quality</a>	Inactive - Not On Mailing List		04/02/2014		
<a href="#">R&amp;R</a>	Inactive - Not on Mailing List		04/02/2014		
<a href="#">Subsidy</a>	Ineligible Subsidy Provider	Certification	04/02/2014		

[HISTORY](#)

Close Date	4/2/2014
Close Reason	Certification

When the Regional Office staff closes the legal entity and/or location in CLS, the CCIS agency receives an alert. PELICAN CCW ends the [Agreement \(s\)](#), and generates Provider Non-Compliance and Child Care Stop Letters. Enrollments automatically suspend; the provider becomes subsidy ineligible; Keys to Quality and R&R Status change to Inactive – Not on Mailing list; and the Location Demographics Summary page displays read-only demographic information. A closed provider shows a Close Date and Close Reason in the General Location Information area.

If a closed regulated provider wishes to reopen as an R/N provider, review the Negative Sanction chart for this provider to make sure the provider is not prohibited from participating as an R/N provider. See [300.12, Negative Sanctions](#) for more information about negative sanctions. If there are no issues indicated that would prevent opening the provider as an R/N, refer to the [Chapter 301, R/N Provider Management](#) for the process to establish an R/N provider.

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[See Manual Section “300.19.3.2 – Questions – 300.10 – Managing Location Demographics Information”](#)

300.11 MANAGING LOCATION SUBSIDY PROFILE INFORMATION

The Location Subsidy Profile Summary page provides links to pages where provider data is entered or managed. This page also enables a provider specialist to quickly determine if a provider has completed the requirements needed to process enrollments.

Description	Vendor ID	Legal Entity ID	Location ID	
Legal Entity Demographics Summary				GO
Location Demographics Summary				GO
CareCheck Summary				GO
Agreement Summary				GO
Rates Summary				GO
Subsidy Profile Summary		1113368664	1	GO
R&R Profile Summary				GO
Provider Comments				GO

To access the Subsidy Profile Summary screen from the Provider Management Home page, navigate to the Location Subsidy Profile Summary page by entering the Provider ID and Location numbers under the Legal Entity ID and Location ID columns in the Subsidy Profile Summary row, then click Go.

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300426437-0001	100020445-0001	1113368664-1	UAT MARBLEHEAD CHILDREN INC	UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating

BACK TO SEARCH RESULTS

General Location Information

Location Name: UAT MARBLEHEAD CHILDREN  
 Language:  
 Total Licensed Capacity: 24  
 Website:  
 Vendor Id: C914127  
 CCIS Office Assignment: CCIS of Cumberland/Dauphin/Perry County  
 MCCA County: Dauphin  
 Municipality:  
 School District:  
 Provider Load:  
 Fiscal Load:

UPDATE HISTORY ENROLLMENT SEARCH LOCAL ID

Select . . .  
 Select . . .  
 R&R Profile  
**Subsidy Profile**  
 Location Demographics  
 Legal Entity Demographics  
 -----  
 Accreditations  
 Additional Activities  
 Additional Charges  
 Affiliations  
 Care Levels Served  
 Closed Days  
 Comments  
 Discounts  
 Environment  
 Financial Program Participation  
 General Schedules Served  
 Languages  
 Meals Served  
 Other Early Learning Programs  
 Rates  
 Referral History  
 Service Schedule  
 Special Accommodations Provided  
 Tracking Dates  
 Transportation  
 Website

Another way to access the Location Subsidy Profile Summary page is from the Location Demographics Summary page. Select Subsidy Profile from the Select drop-down box which is accessible on any page of the provider subsystem.

MPI Location ID 300426437-0001	Provider Certification ID 100020445-0001	Provider ID 1113368664-1	Legal Entity Name UAT MARBLEHEAD CHILDREN INC	Location Name UAT MARBLEHEAD CHILDREN
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Keystone STARS Quality Rating:

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile

Location Subsidy Profile Summary Select...

Screen	Last Updated On	Last Updated By
<a href="#">Agreements</a>	10/16/2014 9:28:26 AM	t-test21
<a href="#">CareCheck</a>		
<a href="#">Closed Days</a>	11/10/2014 10:55:42 AM	t-test21
<a href="#">Comments</a>	11/21/2014 1:19:36 PM	t-test21
<a href="#">Rates</a>	10/16/2014 1:06:45 PM	t-test21
<a href="#">Service Schedule</a>		
<a href="#">Training</a>		

Access [Agreements](#), Closures, Comments, Rates and Service Schedule by clicking the appropriate hyperlink on the Location Subsidy Profile Summary page. This page shows when the information was last updated and by whom. If a section of the profile was not yet updated, no date displays in the Last Updated On and Last Updated By column for that section. The CareCheck and Training links only apply to R/N Providers.

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300.11.1 Provider Agreement

The [Provider Agreement](#) outlines all the provider’s requirements and includes the CCIS contact information. In order to care for subsidized children, the provider must return the completed [Agreement](#) and all its attachments. Once signed, the [Agreement](#) is good indefinitely, as long as the provider continues to provide care as a regulated provider at the same location and as long as neither party ends the [Agreement](#) either voluntarily or due to non-compliance, with the exception of the conditions below. As a minimum standard regarding the need for a new [Agreement](#), a new [Agreement](#) with an existing provider is required as follows (CCIS agencies with stricter requirements may apply additional standards):

FCCH Provider

- Provider uses new Tax ID
- Provider moves

Group Child Care Home and Center Provider

- Provider uses new Tax ID
- Provider adds new location: just add to Appendix E, Multiple Locations
- Location moves to new address:
  - If sole location under Legal Entity, new [Agreement](#) needed
  - If Legal Entity has multiple locations, modify Appendix E, Multiple Locations

**NOTE:** The CCIS can get a new [Agreement](#) and enter new rates if a location’s provider type changes.

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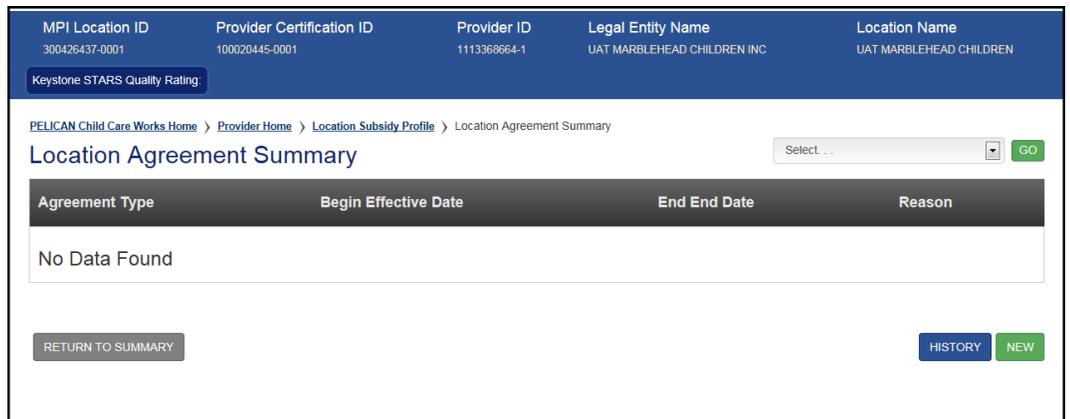
[See Manual Section “300.19.3.3 – Questions – 300.11.1 – Provider Agreement”](#)

300.11.1.1 Entering the Provider Agreement

The CCIS Provider Agreement is the contract between the CCIS and the provider for the locations specified in the Appendix E, Multiple Locations part of the Agreement.

Upon request by the non-owning CCIS, the owning CCIS will provide a copy of the Agreement to a non-owning CCIS who has enrollments. For information about ownership of a provider, see 300.15, Ownership of Regulated Providers.

The first time the CCIS accesses this page for a provider, no CCIS Provider Agreement displays because the agreement has not yet been added. To add an Agreement to PELICAN CCW once the paper Agreement has been signed:



1. On the Location Agreement Summary page, click New.



2. On the Location Agreement Detail page enter a Begin Effective Date.
3. Click Save.

**NOTES:** The Agreement 's Begin Effective Date cannot be before the Subsidy Eligible Date. It can be backdated to cover enrollments unless prohibited by CCIS policy.

A new CCIS Provider Agreement can be added after an old agreement ends. Agreement dates cannot overlap.

Providers must have an Agreement in order to create an enrollment.

The owning CCIS establishes the Agreement. Once the Agreement is entered into PELICAN CCW that Agreement is used by all other CCISs and a non-owning CCIS can enter enrollments.

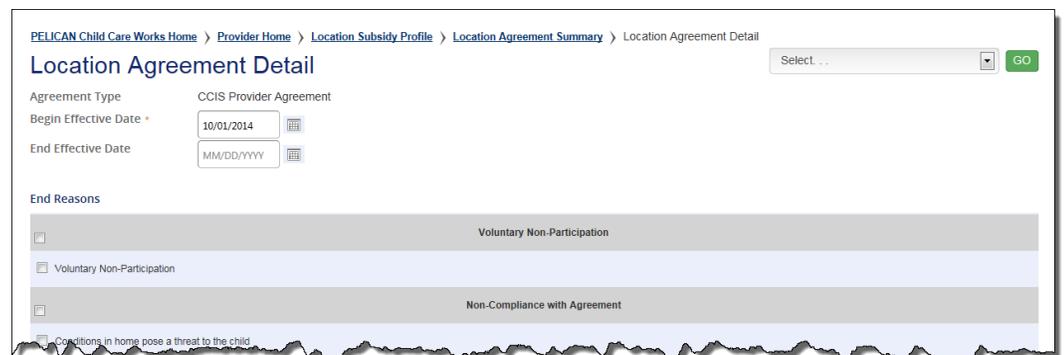
[Return to Table of Contents](#)

[See Manual Section “300.19.3.4. – Questions – 300.11.1.1 – Entering the Provider Agreement”](#)

300.11.1.2 Ending the Provider Agreement

An Agreement cannot be terminated in PELICAN CCW if the provider has enrollments.

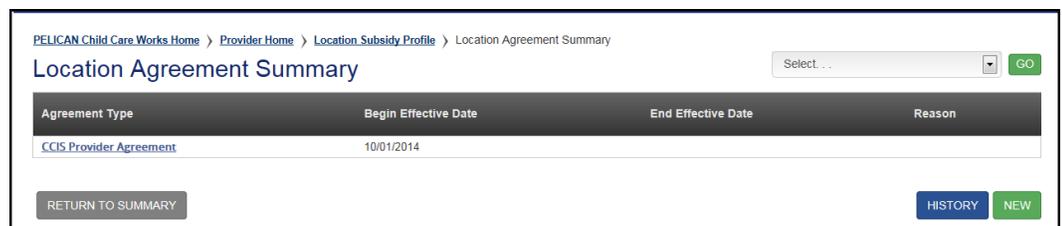
Agreements are terminated based on one of the following reasons:



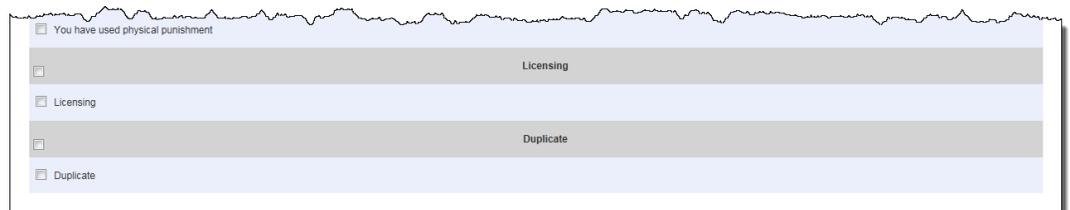
- **Voluntary Non-Participation** -- This can occur if either party wants to end the agreement without cause. Stop Letters and Non-Compliance letters are not generated for voluntary terminations.
- **Non-Compliance with Agreement** -- The Agreement and its Appendices outline the standards and expectations for providers who wish to participate in the Subsidized Child Care program. CCIS agencies can terminate an Agreement with the concurrence of the subsidy coordinator (who has received OCDEL Headquarters’ approval), if the provider is not in compliance with the terms of the Agreement. Enrollments must be suspended with the provider before the Agreement is ended. The reason for the enrollment suspension determines whether or

not PELICAN CCW generates a Stop Letter to the p/c. The Non-Compliance letter indicates all the reasons for the agreement termination based on what the CCIS checks under Non-Compliance with Agreement on the Location Agreement Detail page in PELICAN CCW. More than one reason can be selected when applicable. For more information about the Stop Letter and Non-Compliance Letter, see [Chapter 500, Correspondence](#).

**NOTE:** A Provider Non-Compliance Letter generates when a provider's [Agreement](#) has been ended for any reason other than Voluntary.



1. On the Location Agreement Summary page, select the CCIS Provider Agreement hyperlink.
2. On the Location Agreement Detail page enter an End Effective Date.
3. Select the applicable End Reason checkbox.



**NOTE:** CCIS staff are not to use the Duplicate End Reasons. Contact OCDEL Headquarters provider staff if there are duplicate locations either within a Legal Entity or if two Legal Entities have locations with the same address.

4. Click Save.

**NOTE:** If a provider [Agreement](#) is ended in error, the provider specialist can click the CCIS Provider Agreement hyperlink, remove the End Effective Date and click Save.

- Sanction – Bureau of Certification Services staff may impose negative sanctions on a provider that

require the CCIS to end the [Agreement](#). See [300.12, Negative Sanctions](#) and [300.13, Emergency Removal](#) for more information about all negative sanctions.

- Non-renewal – Group Child Care Home and Center providers are sent reminders 60 and 30 days before their certificates expire. If the provider does not respond, the Regional Office sends a closure letter. Regional Office staff check to make sure there are no enrollments before closing the location in the CLS. The closure pushes to PELICAN CCW through the overnight batch.

FCCH providers are issued 90 and 30 day notices prior to certificate expiration. If the Regional Office does not receive a complete renewal application by the certificate of registration's expiration date, the FCCH provider is closed the next business day regardless of enrollments.

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[See Manual Section "300.19.3.5 – Questions – 300.11.1.2 – Ending the Provider Agreement"](#)

## 300.11.2 Closures (Fiscal Year Close Dates)

Annually, during the Fiscal Year Rollover (FYRO) process OCDEL Headquarters enters Statewide Closed Days for the upcoming fiscal year into PELICAN CCW for all regulated providers with active agreements. The Statewide Closed Days represent the main Commonwealth of Pennsylvania observed holidays. These closures do NOT include holidays that fall on a weekend. The Statewide Closed Days display in PELICAN CCW the day after a new Agreement is entered, but the CCIS is able to enter other closed days on the date the Agreement is entered.

The Statewide Closed Day default is Paid and indicates Yes in the Statewide column to show that it is a statewide closure. For a provider who does not use PSS who is NOT CLOSED on the Statewide Closed Day, delete the closure through the edit process described below. If a Statewide Closed Day falls on a day the provider is scheduled to serve children PELICAN CCW records a Paid Closed Day for the provider. If the provider is closed on the Statewide Closed Day, and it is not a paid day the CCIS should edit the Paid column to indicate No.

Each year prior to July, every regulated provider location must enter their paid and unpaid closed days for the state fiscal year (July 1 through June 30 of the following year) through the Internet if they use PSS. The CCIS mails the paper version of the Appendix B, Provider's Closed Days form to providers who do not participate in PSS. The CCIS enters the closures into PELICAN CCW on behalf of a provider who does not participate in PSS. These paid and unpaid closed days are stored in PELICAN CCW and are used

to calculate encumbrance, determine payment and display on the monthly attendance invoices.

**NOTE:** The RE208, Provider Closed Day Progress Report can be used to identify providers who do not participate in PSS and therefore, need the paper version of Appendix B. The report also shows providers who have not entered their annual closed days as of a particular date so that the CCIS can follow-up with those providers

After CCIS follow-up, a provider who does not enter or submit their closed days automatically gets paid for the Statewide default days. If a provider who uses PSS informs the CCIS they were open on a Statewide default day that has occurred, the CCIS will not retroactively change the day to open.

Based on current policy, providers can be paid for up to 15 closed days per fiscal year as long as private pay clients are also charged for the same closed days.

Location Closed Days Summary

Select a Fiscal Year

2015

Location Closed Days for Fiscal Year 2015 (07/01/2014 to 06/30/2015)

Paid Days 6 Unpaid Days 0

Begin Day	End Day	Detail	Paid?	Statewide?
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes

RETURN TO SUMMARY VIEW HISTORY +ADD CLOSED DAY

Because the provider displayed in the screenshot above is new, only the current fiscal year appears. A provider who has participated for a number of years shows multiple past fiscal years under Select a Fiscal Year. Closures for current and prior fiscal years (when applicable) can be viewed by clicking the fiscal year button. However, changes can only be made to the fiscal years which display the pencil icon. A message shows for Non-current years indicating that Books are Closed for the selected fiscal year.

PSS and PELICAN CCW do not allow the CCIS agency or providers to enter new Paid or Unpaid Closed Days for a future Fiscal Year until Headquarters enters the next fiscal year’s statewide closed days into PELICAN CCW.

Enter additional closed days from July 1 through June 30 for the upcoming fiscal year. Indicate whether the private-pay p/c pays for these closed days. The CCIS only completes these steps for a new provider or for a provider who does not participate in PSS.

Each closed day paid by a private-pay p/c is recorded as a paid closure for subsidy children until the maximum 15 days are

entered. An error message displays if more than 15 paid closures are entered.

PELICAN CCW limits the number of unpaid closures entered in the system to a maximum of 30. PELICAN CCW tallies the provider's paid and unpaid closed days as they are entered or changed and does not allow entry of unpaid closed days to exceed 30 days. If more than 30 unpaid closures are entered, an error message displays.

PSS and PELICAN CCW do not allow non-paid closures for providers who do not operate for a period of time (e.g., closed during the summer). The CCIS must track providers who close for the summer or for more than 30 days in the fiscal year outside of PELICAN CCW.

A provider cannot enter a closure for a day that is a non-service day on the service schedule. However, a CCIS or OCDEL Headquarters may enter a closed day for a non-service day if the provider offers service to a subsidy child and is closed on that day, but does not want that day advertised.

The closed day policy depends on if the provider uses PSS or if the closures are managed by the CCIS agency through PELICAN CCW. There are advantages to the provider who uses PSS:

A CCIS agency can enter Closed Days during the past, current, and future months while books are open for in-state and out-of-state providers. The only time a CCIS would change a past closed day is in order to correct a worker error.

**NOTE:** A change to a past closed day may cause adjustments.

For providers who DO NOT USE PSS, once the CCIS enters closed days on behalf of the provider based on information on the Appendix B, the days cannot be changed during the year. The provider may not request the CCIS to change a closed day unless it is to correct an error made by the provider.

If the provider who DOES NOT USE PSS has not reached the maximum paid days allowed, the provider must:

- Notify the CCIS at least two weeks prior to adding a closed day.
- Notify the CCIS within three days of reopening the facility following an emergency or unplanned closure such as a snow day.

Providers who use PSS may add, delete or change closed days in the current and future month and in a prior month through the 5<sup>th</sup> of the current month even if the day is not an emergency closure.

Regulated providers who use PSS should add and update their own closed days in PSS. A PSS provider who has trouble with closed day functions should be directed to the PELICAN Help Desk at 877-491-3818.

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**EXAMPLES:** (assume the closed days are paid by the provider and that the provider has not “taken” all 15 allowed paid closed days):

1. At the beginning of the fiscal year the provider entered a vacation for a week in June. On May 1<sup>st</sup> the provider decides to change the vacation to the week of May 7<sup>th</sup> instead. The provider is able to delete the June week and enter it in May. The provider who does not participate in PSS would not be able to make this change since there is not enough time on May first to give the CCIS the required two weeks’ notice prior to the May vacation.
  
2. A provider has an emergency closure for a snow day on February 25<sup>th</sup>. The provider forgets to notify the CCIS of the closure and contacts the CCIS on March 3<sup>rd</sup>. The provider who uses PSS can enter the emergency closure through March 5<sup>th</sup>. The provider who does not use PSS would not be paid for this closure due to the late notice.
  
3. A provider who participates in PSS realizes since there will not be any children in attendance on December 27 she decides to close. On January 4<sup>th</sup> she realizes she has additional paid closures available and enters December 27 as a paid closure in PSS. The provider who does not participate in PSS cannot enter that past closed day; per policy the CCIS will not make the change.

MPI Location ID 300426437-0001	Provider Certification ID 100020445-0001	Provider ID 1113368664-1	Legal Entity Name UAT MARBLEHEAD CHILDREN INC	Location Name UAT MARBLEHEAD CHILDREN
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Keystone STARS Quality Rating

[PELICAN Child Care Works Home](#) > 
 [Provider Home](#) > 
 [Location Demographics](#) > 
 [Location Subsidy Profile](#) > 
 Location Closed Days Summary

Select... GO

Select a Fiscal Year

2015

Location Closed Days for Fiscal Year 2015 (07/01/2014 to 06/30/2015)

Paid Days 6

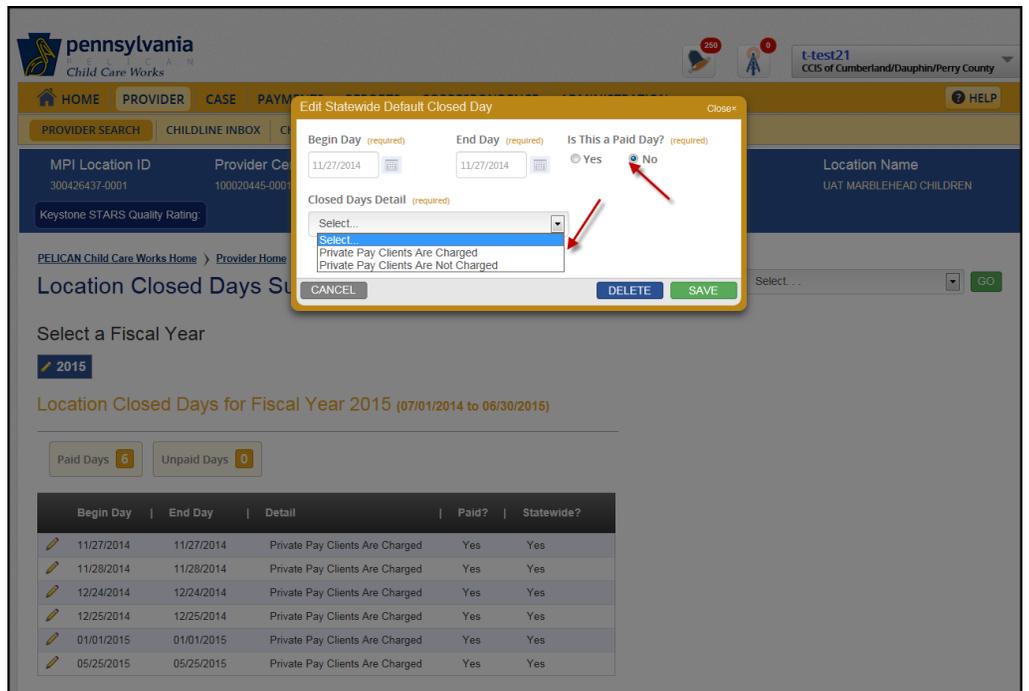
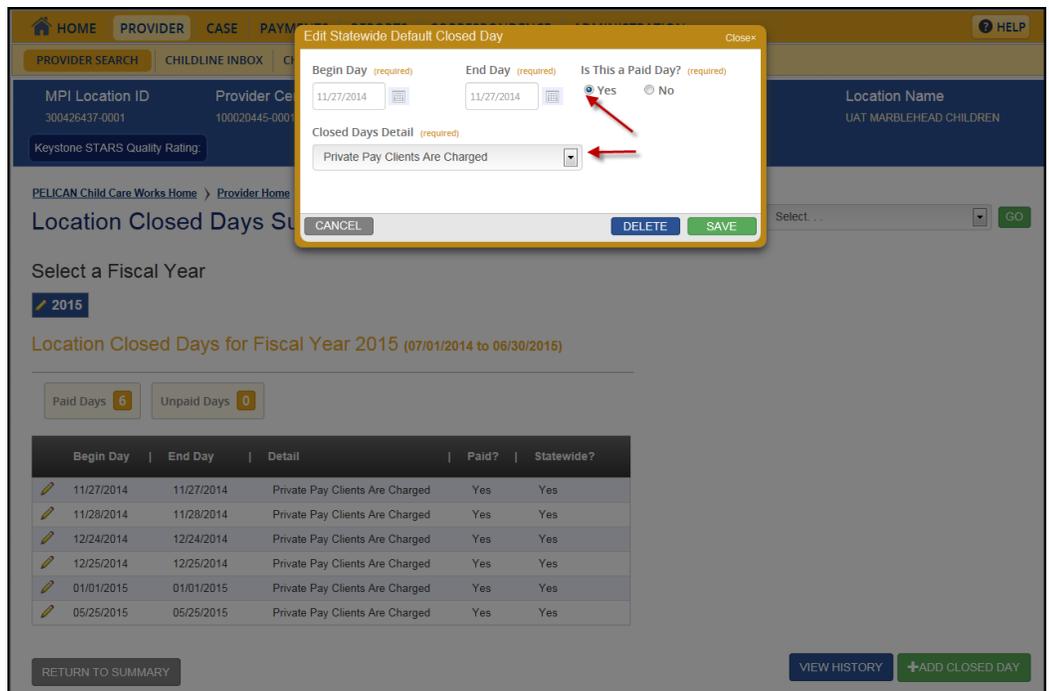
Unpaid Days 0

Begin Day	End Day	Detail	Paid?	Statewide?
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes

RETURN TO SUMMARY
VIEW HISTORY
+ADD CLOSED DAY

# REGULATED PROVIDER

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Providers can enter, review and update their closed days through the R&R section of PSS. Pencil icons indicate information that can be changed. Providers must indicate whether they charge private pay clients for each day added. If a provider indicates that a closed day is “Paid,” PELICAN only allows the provider to select the option of “Private Pay Clients Are Charged.” PSS prevents the provider from entering Closed Days for days which they are already closed according to their service schedule. Since OCDEL only pays for a maximum of 15 closed days, if a provider offers more than 15 paid closed days to private pay clients, enter these closed days by selecting the No radio button under Is this a Paid Day and select Private Pay Clients Are Charged.

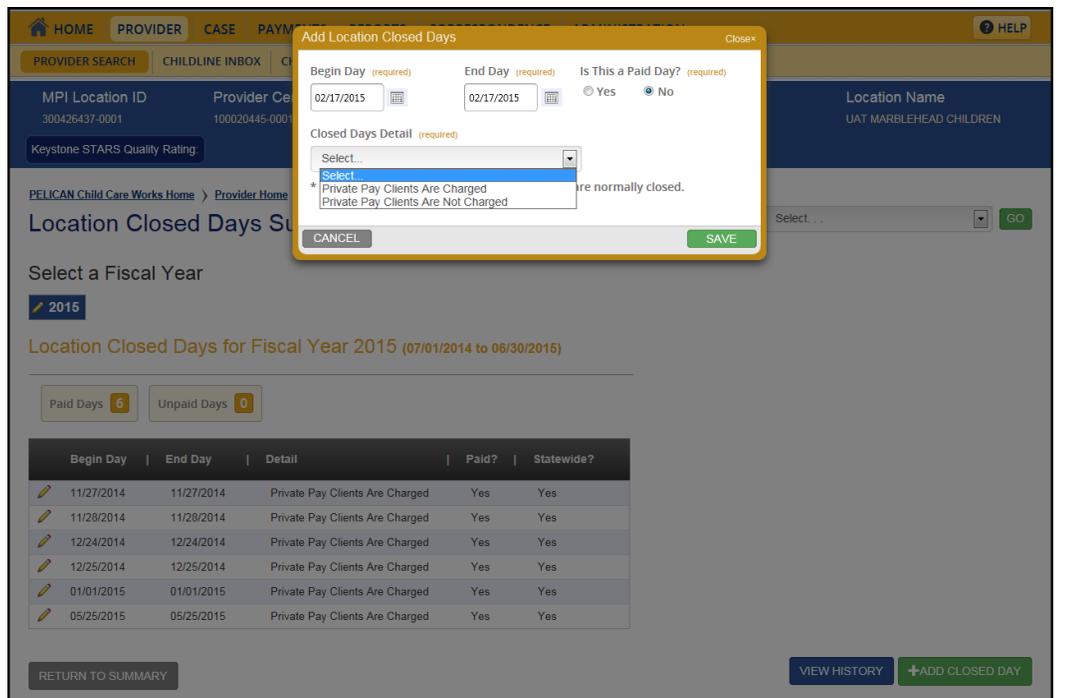
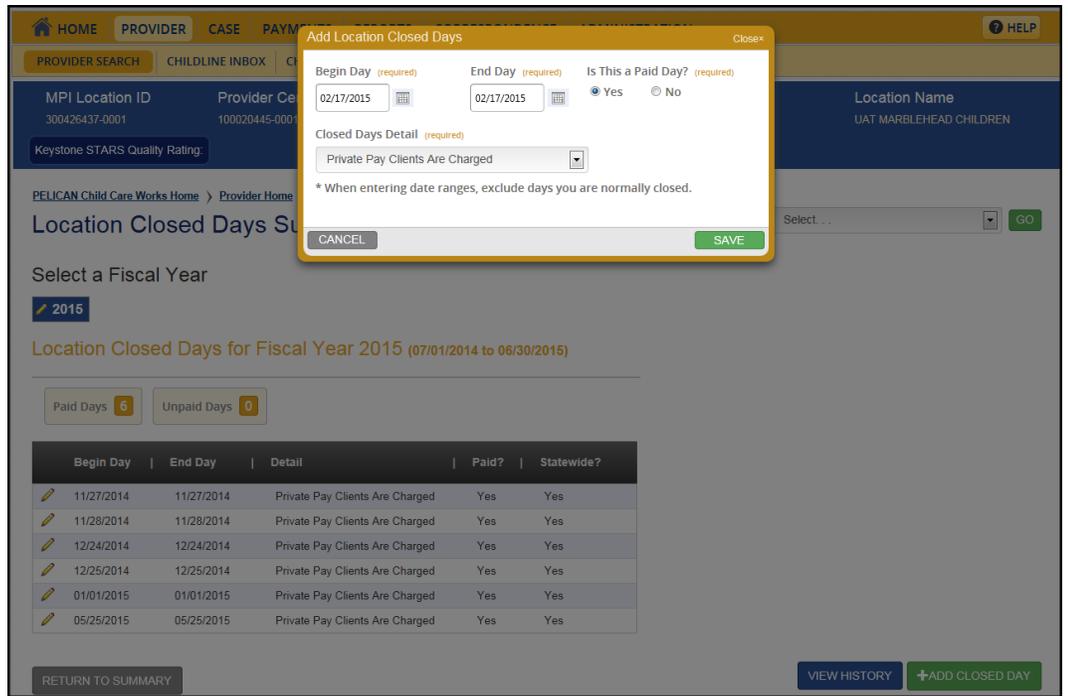
The system counts the day as paid or unpaid based on the selection of Yes or No radio buttons.

CCIS agencies may enter or update closures by selecting the Closures link on the Location Subsidy Profile Summary page, the Provider Management Home page or from the Select drop-down box on the Location Demographics Summary Page.

# REGULATED PROVIDER

April 15, 2015

Pelican generates alerts when a provider adds, changes or updates closed days. The CCIS receives one alert per provider closure action per day unless the alert is cleared and the provider makes subsequent closure changes that day. This results in multiple alerts the same day for that provider.



## Entering Closures for a New Provider/Location:

Click the Closures link on the Location Subsidy Profile Summary page. On the Location Closures Summary page:

1. Click Add Closed Day to enter a new closure.
2. Click the Begin and End Day information by clicking the date on the pop-up calendar or by entering the date in the respective boxes.

# REGULATED PROVIDER

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3. Indicate Yes or No to indicate whether this is or is not a Paid Day and select whether or not Private Pay Clients Are Charged/Are Not Charged for that day. A one day closure is added by entering or selecting the same Begin and End Day. Consecutive closed days are entered by selecting different begin and end days that do not include days the provider does not offer care according to his/her service schedule.
4. Click Save.

Begin Day	End Day	Detail	Paid?	Statewide?
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes
02/17/2015	02/17/2015	Private Pay Clients Are Not Charged	No	No
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes

The new closed day was added as an unpaid day. Note the confirmation that the record was successfully added and the Unpaid Days counter changed from zero to one. This shows No under the Statewide column since it was not a statewide closed day.

Begin Day (required)      End Day (required)      Is This a Paid Day? (required)

02/17/2015      02/17/2015       Yes       No

Closed Days Detail (required)

Private Pay Clients Are Charged

\* When entering date ranges, exclude days you are normally closed.

CANCEL      DELETE      SAVE

## Editing Closures

The pencil icon denotes information that can be edited. To update an existing closure:

1. Click the pencil icon next to the date to be edited.
2. Change information in the Begin/End Day, Is This a Paid Day and/or Closed Days Detail fields as applicable.

3. Click Save.

**EXAMPLE:** In this instance February 17, 2015 was changed to a paid closed day. Clicking the pencil icon next to 02/17/2015 produces the Edit Location Closed Days pop-up box. Select Yes under Is This a Paid Day and select Private Pay Clients Are Charged under Closed Day Detail. Click Save.

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Closed Days Summary

Location Closed Days Summary Select . . . GO

✓ The record was successfully updated.

Select a Fiscal Year

2015

Location Closed Days for Fiscal Year 2015 (07/01/2014 to 06/30/2015)

Paid Days **7** Unpaid Days **0**

Begin Day	End Day	Detail	Paid?	Statewide?
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes
02/17/2015	02/17/2015	Private Pay Clients Are Charged	Yes	No
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes

The record was successfully updated. The counter changed from six Paid Days to seven and the Unpaid Days counter is restored to zero.

Use the Delete button for a statewide closed day for which the provider is open.

MPI Location ID: 300426437-0001 | Provider Certification ID: 100020445-0001 | Provider ID: 1113368664-1 | Legal Entity Name: UAT MARBLEHEAD CHILDREN INC | Location Name: UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating:

Location Closed Days History

Select a Fiscal Year

2015

Location Closed Days for Fiscal Year 2015 (07/01/2014 to 06/30/2015)

Begin Day	End Day	Detail	Paid?	Current?	Statewide?	Last Updated On	Last Updated By
02/17/2015	02/17/2015	Private Pay Clients Are Not Charged	No	No	No	11/10/2014 10:55:41 AM	t-test21
02/17/2015	02/17/2015	Private Pay Clients Are Charged	Yes	Yes	No	11/10/2014 10:55:41 AM	t-test21
04/20/2015	04/20/2015	Private Pay Clients Are Charged	Yes	No	No	11/04/2014 21:00:32 PM	CCWPRO009
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes	Yes	10/16/2014 21:00:17 PM	CCWPRO009

CLOSE HISTORY

Clicking View History on the Location Closed Days Summary screen takes the user to the Location Closed Days History screen where the original 02/17/2015 entry and change are captured.

Click Close History to return to the Location Closed Days Summary page.

MPI Location ID: 300426437-0001  
 Provider Certification ID: 100020445-0001  
 Provider ID: 1113368664-1  
 Legal Entity Name: UAT MARBLEHEAD CHILDREN INC  
 Location Name: UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating:

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Closed Days Summary

Location Closed Days Summary

Select a Fiscal Year

2015

Location Closed Days for Fiscal Year 2015 (07/01/2014 to 06/30/2015)

Paid Days 7 Unpaid Days 0

Begin Day	End Day	Detail	Paid?	Statewide?
11/27/2014	11/27/2014	Private Pay Clients Are Charged	Yes	Yes
11/28/2014	11/28/2014	Private Pay Clients Are Charged	Yes	Yes
12/24/2014	12/24/2014	Private Pay Clients Are Charged	Yes	Yes
12/25/2014	12/25/2014	Private Pay Clients Are Charged	Yes	Yes
01/01/2015	01/01/2015	Private Pay Clients Are Charged	Yes	Yes
02/17/2015	02/17/2015	Private Pay Clients Are Charged	Yes	No
05/25/2015	05/25/2015	Private Pay Clients Are Charged	Yes	Yes

RETURN TO SUMMARY VIEW HISTORY +ADD CLOSED DAY

Click Return to Summary to return to the provider’s Location Subsidy Profile Summary page.

**NOTES:** Suspended days and provider closed days are not considered days of absence.

Providers must apply the same vacation day policy for private pay families as for subsidy families. The amount of the p/c’s copay is between the p/c and the provider. Vacation time is considered an absence and counts toward the annual maximum.

If a provider changes from being a regulated provider to an R/N provider, any paid closures after the effective date of the provider type change do not display on the attendance forms.

For information about how providers enter closures in PSS, see the [Provider Self Service Reference Guide for Staff](#).

[Return to Table of Contents](#)

[See Manual Section “300.19.3.6 – Questions – 300.11.2 – Closures \(Fiscal Year Close Dates\)”](#)

300.11.3 [Comments](#)

Comments should be entered to document contacts with a provider, whether the contact is in person or by telephone and includes documenting correspondence not generated through PELICAN CCW. If a comment indicates the need for a follow-up action by the CCIS or provider, the subsequent action should also be documented with a comment.

Provider Comment Summary Select... GO

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300426437-0001	100020445-0001	1113368664-1	UAT MARBLEHEAD CHILDREN INC	UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating

Show Last  Days GO

Show History From  To  GO

Contact Date/Time	Subject	Created By	Date Last Updated	
There are no comments available for this date range.				

NEW UPDATE PRINT HISTORY RETURN TO SUMMARY

Provider Comment Detail Select... GO

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300426437-0001	100020445-0001	1113368664-1	UAT MARBLEHEAD CHILDREN INC	UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating

Contact Date\*

Contact Time\*  :

Subject\*   **High Importance**

Comment Text\*

Last Updated By

SAVE CANCEL

**To enter comments on the Provider Comment Summary page:**

1. Click New to enter a new comment.
2. On the Provider Comment Detail page asterisks indicate required information: Contact Date, Contact Time, Subject and Comment Text.

**NOTE:** Click the High Importance checkbox for comments to remain at the top of the comment list. Remember to uncheck the box when the comment no longer requires the High Importance visibility.

3. Click Save.

Provider Comment Summary Select... GO

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300426437-0001	100020445-0001	1113368664-1	UAT MARBLEHEAD CHILDREN INC	UAT MARBLEHEAD CHILDREN

Keystone STARS Quality Rating

Show Last  Days GO

Show History From  To  GO

Contact Date/Time	Subject	Created By	Date Last Updated	
<input type="checkbox"/> 11/21/2014 01:17:00 PM	PROVIDER MOVING	t-test21	11/21/2014 1:19:36 PM	<input checked="" type="checkbox"/>

Page 1 of 1

NEW UPDATE PRINT HISTORY RETURN TO SUMMARY

**To update comments on the Provider Comment Summary page:**

1. Click the square in front of the comment to be updated and click Update.
2. Update the comment.
3. Click Save.

**NOTE:** Only original creators, supervisors and/ directors may check or uncheck High Importance and update or edit the comments.

[Return to Table of Contents](#)

[See Manual Section “300.19.3.7 – Questions – 300.11.3 – Comments”](#)

300.11.4 Rates

The owning CCIS agency must enter initial rates for new provider locations regardless of the provider’s participation in PSS. In addition, if a current Legal Entity chooses to operate under a new Tax ID or under a new Tax ID at the same address the CCIS requests new rates and enters them into PELICAN CCW. This policy applies whether or not the owner has changed. If a provider’s type changes (e.g., FCCH to group child care home), the CCIS may enter new rates for the provider.

The rates entered are based on information on the Appendix C-1, CCIS Subsidized Child Care Provider Reported Rates (C-1) submitted with the [Agreement](#). The provider must include documentation of published rates paid by non-subsidized clients. Providers may not charge the subsidized child care family more than they charge private families.

The CCIS, on behalf of a provider who does not use PSS or a provider who uses PSS, can enter and update Private Pay Rates anytime. However, the CCIS should encourage providers who use PSS to update their own Private Pay Rates. The most current Private Pay Rates entered display in COMPASS for R&R purposes. Note that whether those rates are converted to the Subsidy Payment Rate is a matter of policy to be discussed later in this chapter.

For an overview of the Location Rates Summary screen, from the Provider Management Home page, enter the Legal Entity ID and Location ID in the Rates Summary row and click Go or click the Rates link on the Location Subsidy Profile Summary page or from the Select drop-down box on the Location Demographics Summary page.

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Rates Screen as of: 11/10/2014

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Flag
CENTER	NO	02/01/2014	NO

- + Private Pay Rates (Daily Rates)
- + Converted Payment Rate (Daily Rates)
- + Max Child Care Allowance Effective Date 03/01/2013 (Daily Rates)
- Subsidy Payment Rate (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Blended Rate (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Blended Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Add-On Rates (When Applicable)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Non-Traditional FT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Traditional PT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The default view of the rates page shows the commonly accessed areas expanded: Subsidy Payment Rate, Blended Rate and Add-On Rates. The default date for the Rates Screen is the current date. Change the display date by entering a new date or by clicking the calendar icon and choosing a different date. Then click Display Rates.

From the Location Rates Summary screen the CCIS can access the following by clicking the plus (+) signs to expand each area and click the minus (-) signs to collapse each section:

- Private Pay Rates
- Converted Payment Rate
- Maximum Child Care Allowance (MCCA)
- Subsidy Payment Rate
- Blended Rate
- Add-On Rates

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE ADMINISTRATION HELP

PROVIDER SEARCH CHILDLINE INBOX CHILDLINE SEARCH

MPI Location ID: 300426217-0001  
 Provider Certification ID: 100022745-0001  
 Provider ID: 2113368880-1  
 Legal Entity Name: UAT SUMMER CHILD CARE CENTER INC  
 Location Name: UAT SUMMER CHILD CARE CENTER

Keystone STARS Quality Rating:

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Rates Summary

Location Rates Summary

Rates Screen as of: 11/10/2014

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Flag
CENTER	NO	11/01/2014	NO

- + Private Pay Rates (Daily Rates)
- + Converted Payment Rate (Daily Rates)
- + Max Child Care Allowance Effective Date 03/01/2013 (Daily Rates)
- + Subsidy Payment Rate (Daily Rates)
- + Blended Rate (Daily Rates)
- + Add-On Rates (When Applicable)

RETURN TO SUMMARY

The Return to Summary button takes the user to the Location Subsidy Profile Summary Page. To return to the Demographics page, click the Location Demographics link in the breadcrumb area shown in the red box. The Generate Correspondence button takes the user to the page where a Regulated Rates, Appendix C-2 (C-2) can be generated.

**NOTE:** Generate a C-2 anytime subsidy rates are established or changed (lowered) for a care level or as directed by OCDEL Headquarters.

**Private Pay Rates** are rates the provider charges their private pay parents and are normally documented for the p/c. The provider must submit these rates and documentation to the CCIS agency as part of the [Agreement](#) process. Private Pay Rates display to the public through the COMPASS. A provider is not permitted to charge subsidy parents more than is charged private pay parents. These rates are also used for Market Rate Survey purposes. See [300.16, Market Rate Survey](#) for more information.

**NOTES:** Regardless of whether the provider's published part-time rate is higher than their full-time rate, in the Private Pay Rate section enter the rates supported by the published rate sheet.

At the initial rate set up, enter the complete rate schedule for all care levels for which the provider offers care.

Rates can only be entered with an effective date of the first of the month. If, during the month, a new provider is created or if an existing provider has a new rate due to adding a care level or unit of care, the rates should be entered with an effective date of the first of that month.

If there is a discrepancy between the rates the provider enters on the C-1 and the published rates, the CCIS should enter information based on the published rates.

Making retroactive changes to rates causes adjustments to all enrollments.

The Private Pay Rate effective date must be entered as the first of the month and may be entered in yearly, monthly, weekly or daily formats. [CCIS agency users](#) can back-date and future-date the Effective Date for Private Pay Rates. PSS prevents [providers](#) from entering Private Pay Rates for past dates. Private Pay Rates entered in yearly, monthly, and weekly formats are "converted" into daily rates by the system when the Convert button is clicked. The Frequency of the payment rate must be indicated prior to saving. Young School Age and Old School Age rates entered must be the same.

The formulas used for the conversion into daily rates are:

Yearly: Daily Rate = (Yearly Rate ÷ 52) ÷ 5

Monthly Part Time and Full Time: Daily Rate = (Monthly Rate ÷ 4.33) ÷ 5

Weekly Part Time and Full Time: Daily Rate = Weekly Rate ÷ 5

Part Time Hourly: Daily Rate = Part Time Hourly Rate x 4.5

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Full Time Hourly: Daily Rate = Full Time Hourly Rate x 9

**Subsidy Payment Rates** are the rates the CCIS agency pays the provider for subsidized child care services, and are the lesser of the MCCA or Converted Payment Rate.

The **MCCA** is set by the commonwealth based on county. The MCCA Effective Date is system generated and is the date when OCDEL Headquarters last updated the county's rate table.

The **Blended Rate** is a rate that blends 180 part time days and 25 full time days to create a standard school year rate. It affords one rate for the school year while still paying the provider for school holidays when children attend full time. In order to opt into Blended Rates, one or more Private Pay Rates for preschool and/or school age in both full-time and part-time care levels must be entered. Providers indicate whether they accept this rate on the C-1 form. Once selected, the choice of blended or no blended rate is in effect for the school year.

Through PSS, providers can select/deselect whether they accept blended rates at any time but the change will not be in effect until the September 1 of the next school year. The CCIS can make a blended rate change any time for a provider to correct a CCIS error.

**NOTE:** When a provider does not accept the blended rate, the CCIS agency pays a straight part-time payment and does not change to a full-time payment rate for full-time service days during the school year.

**Add-On Rates** are per diem rates that may be added to a provider's Subsidy Payment Rate for Keystone STARS. Keystone STARS is an initiative to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania. The provider's STAR Rating is displayed under the sub navigation bar on each provider page.

Providers that earn STAR 1 or higher may receive subsidy "add-ons". The amount of the STAR Add-On is determined by OCDEL Headquarters. The STAR Add-On Rates are automatically applied to the daily subsidized child care rate and can result in a reimbursement rate that exceeds the MCCA. For more information about rates, see [Chapter 305, Provider Payments](#).

CCIS staff can flag a provider for rate verification. Some reasons to consider flagging a provider are:

- The submitted private pay rate seems much higher than the local market
- The submitted private pay rate seems much lower than the local market
- There are allegations/suspicions that the provider is not collecting co-payments or not charging private-pay clients the rates reported to the CCIS agency.

**NOTE:** RE206, Provider Private Pay Rate Compliance Report, shows providers who have not entered their private-pay rate information as of a specified date and can also show providers who have been flagged

for further rate review. See [CCW Provider .NET Upgrade – CCIS Training – PELICAN CCW](#) for more information.

**Entering Rates for a New Provider/Location:**

1. On the Location Rates Summary screen click Update in the Private Pay Rates section to add private pay rates.

2. On the Edit Private Pay Rates screen click the appropriate radio button to indicate whether the provider accepts blended rates. Whether the [Agreement](#) is entered after the first of the month or not, use the first of the appropriate month as both the Private Pay and Blended Rate Effective Date.
3. Select either the Yes or No radio button under the Private Pay Rate Flag.
4. Frequency defaults to Daily. Change the frequency, if needed, before typing in rates. Otherwise, the rates revert to zeros when the frequency is changed and the rates need to be typed in again. Then enter the provider’s private pay rates.

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Edit Private Pay Rates
Close

Current Effective Date: 11/01/2014

Accept Blended Rate for the School Year?  Yes  No

Private Pay Rate Flag  Yes  No

Private Pay Rate Effective Date: 11/01/2014

Blended Rate Effective Date: 11/01/2014

Frequency (Must select prior to entering rates): Weekly

Note: All rates will be converted to daily rates. Click the Convert button to see daily rates before saving.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 200	\$ 160	\$ 160	\$ 150	\$ 140	\$ 140
Part Time	\$ 160	\$ 130	\$ 130	\$ 120	\$ 110	\$ 110

CLOSE
RESET
CONVERT
SAVE

5. Click Convert.

Edit Private Pay Rates
Close

Current Effective Date: 11/01/2014

Accept Blended Rate for the School Year?  Yes  No

Private Pay Rate Flag  Yes  No

Private Pay Rate Effective Date: 11/01/2014

Blended Rate Effective Date: 11/01/2014

Frequency (Must select prior to entering rates): Weekly

Note: All rates will be converted to daily rates. Click the Convert button to see daily rates before saving.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 200	\$ 160	\$ 160	\$ 150	\$ 140	\$ 140
Daily Conversion	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$ 160	\$ 130	\$ 130	\$ 120	\$ 110	\$ 110
Daily Conversion	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

CLOSE
RESET
CONVERT
SAVE

6. After converting, amounts display the weekly rate as well as the daily rate (Daily Conversion). Review these amounts. If an error is noted, click Reset to restore all the rates to their pre-conversion values or correct the individual errors as needed.

7. When the rates displayed are correct click Save twice.

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Rates Summary

Select... GO

✓ Update was successful for Private Pay Rates with the Effective Date of 11/01/2014.

Rates Screen as of: 11/01/2014 DISPLAY RATES

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Flag
CENTER	NO	11/01/2014	NO

**Private Pay Rates (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

VIEW HISTORY
UPDATE

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A message appears confirming the entry was successful. These are the rates that display for R&R purposes and to the public through COMPASS.

**The next step is to determine if the Private Pay Rates should be converted to the Subsidy Payment Rate.**

**NOTE:** The only time the CCIS should convert the Private Pay Rate to the Subsidy Payment Rate is when:

- A new provider or location is established.
- An existing provider begins caring for a new care level.
- An existing provider begins operating with a new Tax ID.
- The Private Pay Rate is reduced below the MCCA or is already below the MCCA and the provider reduces it further.
- OCDEL allows a rate increase.

8. Since this is a new provider, click the Update button in the Converted Payment Rate section and a popup screen appears:

Do not update Converted Payment Rates with the Private Pay Rates unless directed by Headquarters or if this is a new provider or a new care level being served.

Converted Payment Rates are compared to the MCCA to establish Subsidy Payment Rates.

Converted Payment Rates may be updated in two ways:

- Check the box next to a Private Pay Rate and that rate will be saved as the Converted Payment Rate upon clicking Save or
- Type a new Converted Payment Rate directly in the Converted Payment Rate table

Effective Date  
MM/DD/YYYY

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
<b>Private Pay Rates (Daily Rates)</b>						
Full Time	\$40.00 <input type="checkbox"/>	\$32.00 <input type="checkbox"/>	\$32.00 <input type="checkbox"/>	\$30.00 <input type="checkbox"/>	\$28.00 <input type="checkbox"/>	\$28.00 <input type="checkbox"/>
Part Time	\$32.00 <input type="checkbox"/>	\$26.00 <input type="checkbox"/>	\$26.00 <input type="checkbox"/>	\$24.00 <input type="checkbox"/>	\$22.00 <input type="checkbox"/>	\$22.00 <input type="checkbox"/>

[Select All](#)

<b>Converted Payment Rates (Daily Rates)</b>						
Full Time	<input type="text"/>					
Part Time	<input type="text"/>					

CLOSE SAVE

9. Enter an effective date (first of the month). Since this is a new provider, all Private Pay Rate amounts should be converted. Clicking the Select All link adds a checkmark to all the Private Pay Rates or check the appropriate box(es) to accept one or more rates for conversion or type the rate amount(s) to be converted into the correspond box in the Converted Payment Rate table.

10. Click Save twice to save the Private Pay Rates as the Converted Payment Rates.

**NOTE:** The part-time rate entered in the Converted Payment Rates cannot exceed the full-time rate. If the part-time

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rate is higher than the full-time rate, enter the full time rate as both full- and part-time rates when entering the Converted Payment Rate.

**Private Pay Rates (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$28.00	\$28.00	\$24.00	\$22.00	\$22.00

[VIEW HISTORY](#) [UPDATE](#)

**Converted Payment Rate (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$28.00	\$28.00	\$24.00	\$22.00	\$22.00

[VIEW HISTORY](#) [UPDATE](#)

**Max Child Care Allowance Effective Date 03/01/2013 (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.10	\$33.00	\$32.19	\$45.00	\$25.84	\$25.84
Part Time	\$31.60	\$27.80	\$28.60	\$45.00	\$18.20	\$18.20

**Subsidy Payment Rate (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.10	\$32.00	\$32.00	\$30.00	\$25.84	\$25.84
Part Time	\$31.60	\$28.00	\$28.00	\$24.00	\$18.20	\$18.20

The Location Rates Summary page displays to show that the update was successful. Note that PELICAN CCW automatically selected the lower of the Converted Payment Rate and the MCCA amounts to populate the Subsidy Payment Rate fields.

[RETURN TO SUMMARY](#) [GENERATE CORRESPONDENCE](#)

Clicking Generate Correspondence at the bottom of the Rates page takes the user to the Create New Correspondence page.

### Create New Correspondence

Office	Correspondence	Corr Type
	Regulated Rates Appendix C-2 (Provider)	Form

**Correspondence Details**

Language

Schedule Release Date: 12/23/2014

User ID: t-test21

**Correspondence Request Fields**

County: \* Dauphin

Provider ID: 8113368664 - 1

Effective Date:

Provider Type: Center

Online Provider:

Out-Of-State:  Yes  No

[SAVE](#) [CANCEL](#)

This page automatically recognizes that this is a regulated provider and is set to generate the C-2. PELICAN CCW prepopulates the County, Provider ID and Provider Type. Enter the date the rate became effective as the Effective Date. The CCIS must click the Out-of-State provider radio button for Out-of-State providers.

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**NOTE:** Selecting whether the provider is online or uses PSS currently has no impact. This was designed for a future enhancement to PSS.

**Private Pay Rates** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

[VIEW HISTORY](#) [UPDATE](#)

---

**Converted Payment Rate** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

[VIEW HISTORY](#) [UPDATE](#)

The Private Pay Rates and Converted Payment Rate sections offer View History buttons. Click the button to view either the Converted Payment Rates History of the Converted Payment Rate or the Location Private Pay Rates History of the Private Pay Rate.

**Location Rates History**

Rates Screen as of: 11/01/2014

**Converted Payment Rates History** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

**Effective Dates**

Begin Effective Date	End Effective Date	Current Record	Last Updated On	Last Updated By
11/01/2014		Yes	11/18/2014 01:53:36 PM	t-test21

**Location Private Pay Rates History**

Rates Screen as of: 11/01/2014

**Private Pay Rates History** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$40.00	\$32.00	\$32.00	\$30.00	\$28.00	\$28.00
Part Time	\$32.00	\$26.00	\$26.00	\$24.00	\$22.00	\$22.00

**Effective Dates**

Begin Effective Date	End Effective Date	Current Record	Last Updated On	Last Updated By
<a href="#">11/01/2014</a>		Yes	11/18/2014 01:45:46 PM	t-test21
<a href="#">11/01/2014</a>		No	11/18/2014 01:38:59 PM	t-test21
<a href="#">11/01/2014</a>		No	11/18/2014 01:35:15 PM	t-test21
<a href="#">11/01/2014</a>		No	11/18/2014 01:34:59 PM	t-test21

[CLOSE HISTORY](#)

The Location Private Pay Rates History shows dates with hyperlinks. The rates effective on those dates can be accessed by clicking the hyperlinks. Note that these are not the Current Record. The history also shows date of last update and who performed the update.

Regulated providers who use PSS should update their own rates in PSS. CCIS agencies can perform the update for the provider who does not participate in PSS. For information about how providers update

their Private Pay Rate though PSS see the [Provider Self Service Reference Guide for Staff](#). Refer PSS providers who have issues with rate entry to the PELICAN Help Desk at 877-491-3818.

**Updating provider rates:**

If the CCIS receives an alert that the provider has changed a Private Pay Rate through PSS, or if a provider who does not use PSS contacts the CCIS agency to change a rate, the CCIS must access the provider’s rates in PELICAN CCW and determine if the changed Private Pay Rate should be converted into the Converted Payment Rate. The Private Pay Rate should be converted to the Converted Payment Rate if:

- An existing provider begins caring for a new care level and the provider has entered a Private Pay Rate for the new care level.
- The Private Pay Rate is reduced below the MCCA or is already below the MCCA and the provider reduces it further.
- OCDEL allows a rate increase.

The CCIS agency can update rates for a provider who uses PSS in order to correct a typo by the provider. If the provider’s entry is valid, the CCIS enters a check mark next to that Private Pay Rate or manually types the rate into the Converted Payment Rate box. In the example below, a provider who does not use PSS wishes to decrease his/her Part Time Young and Older Toddler rates to \$110 per week and increase the Part Time Young and Old School Age rate to \$75 per week. The provider has supplied the private pay rate information which supports this change. The CCIS may enter an increase or decrease in the Private Pay Rates as long as the change is substantiated by the private pay documents. This allows R&R information to correctly reflect the provider’s actual charge to private pay parents.

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Rates Summary

**Location Rates Summary** Select . . . GO

Rates Screen as of: 12/04/2014 DISPLAY RATES

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Flag
GROUP	NO	03/28/2008	NO

● **Private Pay Rates** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$38.50	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$27.00	\$26.00	\$27.00	\$12.00	\$12.00

VIEW HISTORY UPDATE

1. Click Update under the Private Pay Rates section of the Location Rates Summary screen.

# REGULATED PROVIDER

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The screenshot shows the 'Edit Private Pay Rates' form. The 'Current Effective Date' is 07/01/2010. The 'Private Pay Rate Effective Date' is 12/01/2014. The 'Blended Rate Effective Date' is 03/28/2008. The 'Frequency' is set to 'Weekly'. The 'Accept Blended Rate for the School Year?' is set to 'No'. The 'Private Pay Rate Flag' is set to 'No'. The form displays a table of rates for different units of care and frequency.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 192.50	\$ 185.00	\$ 175.00	\$ 165.00	\$ 145.00	\$ 145.00
Part Time	\$ 140.00	\$ 135.00	\$ 130.00	\$ 135.00	\$ 60.00	\$ 60.00

- On the Edit Private Rates page, enter the Effective Date of the rate change. This must be the first of the month.
- Change the blended rate option if applicable.

**NOTE:** To change the blended rate option for a provider who does not use PSS, change the radio button under Accept Blended Rate for the School Year. Change the Blended Rate Effective Date. Retroactive dates cause adjustments.

- Indicate under Frequency whether the rates entered are Hourly, Daily, Weekly, Monthly or Yearly. Rates are converted to daily rates.

**Notice that changing the Frequency to Weekly changed the existing daily rates to weekly amounts. The screenshot above reflects the current rates. The new rates have not been entered yet.**

- Change the Yes or No radio button under the Private Pay Rate Flag, if applicable.

The screenshot shows the 'Edit Private Pay Rates' form with a red arrow pointing to the 'CONVERT' button. The 'Current Effective Date' is 07/01/2010. The 'Private Pay Rate Effective Date' is 12/01/2014. The 'Blended Rate Effective Date' is 03/28/2008. The 'Frequency' is set to 'Weekly'. The 'Accept Blended Rate for the School Year?' is set to 'No'. The 'Private Pay Rate Flag' is set to 'No'. The form displays a table of rates for different units of care and frequency.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 192.50	\$ 185.00	\$ 175.00	\$ 165.00	\$ 145.00	\$ 145.00
Part Time	\$ 140.00	\$ 110.00	\$ 110.00	\$ 135.00	\$ 75.00	\$ 75.00

# REGULATED PROVIDER

*April 15, 2015*

**Edit Private Pay Rates** Close x

Current Effective Date: 07/01/2010      Accept Blended Rate for the School Year?  Yes  No ?      Private Pay Rate Flag  Yes  No

Private Pay Rate Effective Date: 12/01/2014 ?      Blended Rate Effective Date: 03/28/2008 ?

Frequency (Must select prior to entering rates): Weekly Note: All rates will be converted to daily rates. Click the Convert button to see daily rates before saving.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time ?	\$ 192.50	\$ 185.00	\$ 175.00	\$ 165.00	\$ 145.00	\$ 145.00
Daily Conversion	\$38.50	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time ?	\$ 140.00	\$ 110.00	\$ 110.00	\$ 135.00	\$ 75.00	\$ 75.00
Daily Conversion	\$28.00	\$22.00	\$22.00	\$27.00	\$15.00	\$15.00

CLOSE     
 RESET     
 CONVERT     
 SAVE

6. Enter the new rates of \$110/week for Young and Older Toddler. Enter the new rates of \$75/week for Young and School Age.
7. Click the Convert button before clicking Save to make sure rates were entered correctly.
8. Click Save twice to save the new rates as the Private Pay Rates. They will display as daily amounts.

PELICAN Child Care Works Home > Provider Home > Location Demographics > Location Subsidy Profile > Location Rates Summary

Select... GO

**Location Rates Summary**

✓ Update was successful for Private Pay Rates with the Effective Date of 12/01/2014.

Rates Screen as of: 12/01/2014 DISPLAY RATES

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Flag
GROUP	NO	03/28/2008	NO

**Private Pay Rates** (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$38.50	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$22.00	\$22.00	\$27.00	\$15.00	\$15.00

**Max Child Care Allowance** Effective Date 01/01/2013 (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.15	\$35.65	\$25.89	\$25.39	\$19.15	\$19.15
Part Time	\$19.80	\$21.60	\$21.60	\$20.20	\$19.30	\$19.30

Note that although the new Part Time Toddler and School Age rates are below the MCCA, they still represent increases which are not allowed by current OCDEL policy. There is no further action by the CCIS agency. The increases will not be saved as Subsidy Payment Rates.

In PSS a provider can save the entered Private Pay Rate without submitting, and can revisit this information at a later date. The user entering Private Pay Rate must also enter an Effective Date for all entered rates. When submitting Private Pay Rate, a soft warning displays to inform the user that s/he cannot update the rates until the next calendar day.

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If the provider wishes to decrease the Full Time Infant rate from the \$192.50/week (shown in the example above) to \$180/week:

1. Click Update under the Private Pay Rates section of the Location Rates Summary page.

**Edit Private Pay Rates**

Current Effective Date: 12/01/2014

Accept Blended Rate for the School Year?  Yes  No

Private Pay Rate Effective Date: 01/01/2015

Blended Rate Effective Date: 03/28/2008

Private Pay Rate Flag:  Yes  No

Frequency: Weekly

Note: All rates will be converted to daily rates. Click the Convert button to see daily rates before saving.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 180.00	\$ 185.00	\$ 175.00	\$ 165.00	\$ 145.00	\$ 145.00
Part Time	\$ 140.00	\$ 110.00	\$ 110.00	\$ 135.00	\$ 75.00	\$ 75.00

Buttons: CLOSE, RESET, CONVERT, SAVE

2. On the Edit Private Rates page, enter the Effective Date of the rate change. This must be the first of the month.
3. Change the blended rate option if applicable.
4. Indicate under Frequency whether the rates entered are Hourly, Daily, Weekly, Monthly or Yearly. Rates will be converted to daily rates.
5. Changing the Frequency to Weekly changed the existing daily rates to weekly amounts. The screenshot above reflects the current rates. The new rates have not been entered yet.
6. Change the Yes or No radio button under the Private Pay Rate Flag, if applicable.
7. Enter the new rate of \$180/week for Full Time Infant.
8. Click the Convert button before clicking Save to make sure rates were entered correctly.
9. Click Save twice to save the new rates as the Private Pay Rates. They display as daily amounts.

**Private Pay Rates (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.00	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$22.00	\$22.00	\$27.00	\$15.00	\$15.00

Buttons: VIEW HISTORY, UPDATE

**Converted Payment Rate (Daily Rates)**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$38.50	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$27.00	\$26.00	\$27.00	\$12.00	\$12.00

Buttons: VIEW HISTORY, UPDATE

# REGULATED PROVIDER

April 15, 2015

Max Child Care Allowance Effective Date 01/01/2013 (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.15	\$35.65	\$25.89	\$25.39	\$19.15	\$19.15
Part Time	\$19.80	\$21.60	\$21.60	\$20.20	\$19.30	\$19.30

Comparing the Private Pay and Converted Payment Full Time Infant rates shows that the new Private Pay Rate is lower than the Converted Payment Rate and lower than the MCCA and should be saved as a new Subsidy Payment Rate.

1. Click Update in the Converted Payment Rate section.

Do not update Converted Payment Rates with the Private Pay Rates unless directed by Headquarters or if this is a new provider or a new care level being served.

Converted Payment Rates are compared to the MCCA to establish Subsidy Payment Rates.

Converted Payment Rates may be updated in two ways:

- 1 Check the box next to a Private Pay Rate and that rate will be saved as the Converted Payment Rate upon clicking Save or
- 2 Type a new Converted Payment Rate directly in the Converted Payment Rate table

Effective Date  
01/01/2015

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Private Pay Rates (Daily Rates) <span style="float:right">Select All</span>						
Full Time	\$36.00 <input checked="" type="checkbox"/>	\$37.00 <input type="checkbox"/>	\$35.00 <input type="checkbox"/>	\$33.00 <input type="checkbox"/>	\$29.00 <input type="checkbox"/>	\$29.00 <input type="checkbox"/>
Part Time	\$28.00 <input type="checkbox"/>	\$22.00 <input type="checkbox"/>	\$22.00 <input type="checkbox"/>	\$27.00 <input type="checkbox"/>	\$15.00 <input type="checkbox"/>	\$15.00 <input type="checkbox"/>

↓

Converted Payment Rates (Daily Rates)						
Full Time	<input type="text"/>					
Part Time	<input type="text"/>					

CLOSE SAVE

2. Enter the effective date, check the box next to the new Full Time Infant Rate and click Save.

**NOTE:** Clicking save one time brings the amounts down to the Converted Payment Rate section

In the above situation, the provider submits a change in their Full Time Infant rate to \$180 per week

**IMPORTANT:** If a provider has submitted a rate change either through PSS (and the CCIS receives an alert) or directly to the CCIS agency, and **BEFORE clicking SAVE** in the Converted Payment Rate section, the CCIS agency must compare the Private Pay Rate to the Converted Payment Rate.

# REGULATED PROVIDER

April 15, 2015

Private Pay Rates (Daily Rates)						
Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.00	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$22.00	\$22.00	\$27.00	\$15.00	\$15.00

[VIEW HISTORY](#) [UPDATE](#)

Converted Payment Rate (Daily Rates)						
Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.00	\$37.00	\$35.00	\$33.00	\$29.00	\$29.00
Part Time	\$28.00	\$27.00	\$26.00	\$27.00	\$12.00	\$12.00

[VIEW HISTORY](#) [UPDATE](#)

Max Child Care Allowance Effective Date 01/01/2013 (Daily Rates)						
Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.15	\$35.65	\$25.89	\$25.39	\$19.15	\$19.15
Part Time	\$19.80	\$21.60	\$21.60	\$20.20	\$19.30	\$19.30

Subsidy Payment Rate (Daily Rates)						
Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$36.00	\$35.65	\$25.89	\$25.39	\$19.15	\$19.15
Part Time	\$19.80	\$21.60	\$21.60	\$20.20	\$12.00	\$12.00

Whether the owner has changed or not, if an LE currently in CCW chooses to operate under a new Tax ID or the same Tax ID at a new address, the provider shall submit Appendix C-1 along with the published rates. The CCIS enters the rates into PELICAN CCW; generate a C-2, sends it to the provider; and transfer the enrollment(s) to the new LE/Location as applicable.

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[See Manual Section “300.19.3.8 – Questions – 300.11.4 – Rates”](#)

## 300.11.5 Location Service Schedule

The Location Service Schedule information is completed by the provider on [Appendix G, Provider’s Service Schedule](#) of the [Agreement](#). This information is entered into PELICAN CCW by the CCIS agency for new provider locations. Providers with PSS access maintain this information and the CCIS updates the Location Service Schedule for providers who do not use PSS. When the provider makes a change to the Service Schedule through PSS, the responsible provider specialist receives an alert. The provider specialist should review the change and discuss it with the provider as needed.

From the Provider Management Home page, enter the Legal Entity ID and Location ID in the Subsidy Profile Summary row and click Go. The Service Schedule Summary can also be accessed from the Service Schedule link on the Location Subsidy Profile Summary page, the R&R Profile Summary page or from the Select drop-down box.

[PELICAN Child Care Works Home](#) > [Provider Home](#) > [Location Demographics](#) > [Location Subsidy Profile](#) > Location Service Schedule Summary

Location Service Schedule Summary Select ... GO

Day	Session 1		Session 2	
	Start Time	End Time	Start Time	End Time
Monday	06:30 AM	06:30 PM	--:--	--:--
Tuesday	06:30 AM	06:30 PM	--:--	--:--
Wednesday	06:30 AM	06:30 PM	--:--	--:--
Thursday	06:30 AM	06:30 PM	--:--	--:--
Friday	06:30 AM	06:30 PM	--:--	--:--
Saturday	--:--	--:--	--:--	--:--
Sunday	--:--	--:--	--:--	--:--

RETURN TO SUMMARY HISTORY UPDATE

Click Update on the Location Service Schedule Summary page to access the Location Service Schedule Detail page and make service schedule changes. Up to two sessions (or service periods) can be entered for each day of the week. Use this feature if a provider has distinct closed portions of the day. For example, if a provider cares for children before and after school but not during the middle of the day, enter the location's start and end time for each session (or service period) and the Effective Date for the schedule. Select 24 Hour if the location provides care 24 hours per day. The existing Service Schedule displays at the bottom of this page. Click Save to update the service schedule. For information about how providers enter their service schedule through PSS see the Provider Self Service User Guide accessible from the PSS site.

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300.12 NEGATIVE SANCTIONS

Each week, the Bureau of Certification Services emails all CCIS Directors and subsidy coordinators a Negative Sanction Chart. The chart includes actions that Bureau of Certification Services has taken against regulated and illegally operating child care facilities. New information added for the week is shown in bold font.

COUNTY	FACILITY NAME/ ADDRESS AND PC ID	LEGAL ENTITY	NEGATIVE SANCTION TYPE	NEGATIVE SANCTION DATE	DATE OF APPEAL	RESOLUTION AND DATE	TERMINATE PROVIDER AGREEMENT?	ENROLL AS RELATIVE/ NEIGHBOR?	OPERATING PENDING APPEAL?
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Upon receipt the CCIS agency must review the Negative Sanction Chart for providers who are relevant to their CCIS office. Based on what is indicated in the Terminate Provider Agreement column, the owning CCIS agency must suspend enrollments and, if applicable, notify other CCIS agencies that have enrollment(s) to suspend them and end date the [Agreement](#) with the appropriate End Reason(s) to ensure Stop and Non-Compliance Letters are generated.

When the Regional Office processes an emergency closure, the subsidy coordinator issues instructions which the CCIS must follow timely. See [300.13, Emergency Removal](#) for information about emergency closures of child care facilities.

The following negative sanctions appear on the chart:

- Cease & Desist – An action issued to the operator of an uncertified or unregistered facility directing the operator to stop illegal operation of a child care facility.

- **Revocation** – An action issued to the operator of a certified or registered facility canceling the Certificate of Compliance or Certificate of Registration.
- **Refuse to Renew** – An action issued to the operator of a certified or registered facility stating that the Bureau of Certification Services will not renew a Certificate of Compliance or Registration upon expiration.
- **Downgrade** – An action issued to the operator of a certified facility stating that the Bureau of Certification Services revoked the regular Certificate of Compliance and issued a provisional Certificate of Compliance. This does not impact subsidy status.
- **Denial**- a notice sent to an applicant notifying the applicant of the Department’s decision to deny the application for a Certificate of Registration to operate an FCCH, or a Certificate of Compliance to operate a group child care home or child care center.

**NOTE:** When a provider is issued a revocation or a refuse to renew notice, OCDEL Headquarters provider staff changes the provider’s R&R status for that location to R&R Inactive – Not on Mailing List. This prevents the provider’s phone number from displaying on referrals through COMPASS.

Certified and registered facilities continue to receive subsidy payments and enroll subsidy-eligible children while a negative sanction appeal is in process unless the Bureau of Certification Services specifically instructs the CCIS to terminate the [Agreement](#). The Bureau of Certification Services sends a letter to the CCIS Director or reaches out to the Bureau of Subsidized Child Care Services when the appeal process is exhausted and advises the CCIS to end the [Agreement](#), if necessary.

**NOTE:** The CCIS agency may not approve the operator of a FCCH or group child care home located in a residence to be an R/N provider if the operator is under sanction. Once the sanction is removed, the operator must provide proof that the conditions that led to the sanction were rectified.

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[See Manual Section “300.19.3.9 – Questions – 300.12 – Negative Sanctions”](#)

### 300.13 EMERGENCY REMOVAL

Some situations warrant immediate removal of children from a provider’s care as well as provider closure by the Regional Office. Once the Regional Office has notified the subsidy coordinator that a closure notice has been served to the provider, the subsidy coordinator contacts the CCIS to perform specific actions.

**NOTE:** **IT IS IMPERATIVE** that the CCIS not divulge to p/c or the provider that the provider is going to be closed or that an “Emergency Removal” is going to occur. Doing so puts Regional Office staff in danger. This information **MUST** be confidential until the subsidy coordinator contacts the CCIS about actions to be taken.

The subsidy coordinator may ask the CCIS for a list of child care providers. This list is used to assist the p/c whose children attend the closing facility find alternate care. Additional instructions to the CCIS include effective date to suspend the enrollments, end the [Agreement](#) and change the provider to R&R Inactive. The coordinator indicates the [Agreement](#) end reason. The CCIS should assist the p/c to find alternate care for the children. Enter a Provider Comment documenting the Emergency Closure and mark it “High Importance.” Direct questions to your subsidy coordinator.

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300.14 CAPACITY COMPLIANCE

The CCIS agency is responsible for ensuring that a provider is not overcapacity due to the number of subsidized children enrolled at the facility. When the enrollment specialist receives a capacity alert, s/he should contact the provider specialist/staff person who performs capacity analysis (Capacity Designee). The Capacity Designee must take the following steps to ensure that the child care facility is not overcapacity:

- Contact the provider and discuss child care schedules (both subsidized and private-pay) to make sure there is no prohibited overlap.
- If the Capacity Designee is comfortable with the capacity after contacting the provider, the CCIS may enroll the child(ren).
- If the Capacity Designee is not reassured about the capacity situation:
  - Do not enroll the child(ren).
  - Complete the [Attendance Review spreadsheet](#) or equivalent spreadsheet used by the CCIS and analyze the schedules for over-enrollment.
    - If the analysis does not indicate a problem, proceed with enrolling the child(ren).
    - If the Capacity Designee still has concern, request that the provider complete and return timely the [Capacity Compliance Affirmation Statement](#) (Affirmation Statement) and the [Provider Enrollment Information for Capacity Compliance](#) (Capacity Compliance) form for the week beginning the Monday after the form is received. The CCIS should not enroll additional children until after the information is received and analyzed.
      - If the CCIS is comfortable with the information provided, complete the enrollment(s).
      - If the provider refuses to sign the Affirmation Statement or does not return the Capacity Compliance form timely, do not enroll the child(ren).
      - If the CCIS still feels there are enrollment issues, do not enroll the child(ren).

**NOTE:** If, at any time despite the provider’s signed Affirmation Statement, the CCIS feels the provider is overcapacity, do not enroll the child(ren).

Quarterly Review of RE200 Service Threshold Report

Each CCIS should run an RE200 Service Threshold Report for its providers once each quarter. Review [Chapter 600, Reports](#) for more information about the RE200 report. If overcapacity is indicated, the Capacity Designee should use the attached Attendance Review spreadsheet or an equivalent spreadsheet designed by the CCIS to perform an analysis for all the children in the provider’s care. This analysis helps determine if overlapping schedules are causing capacity issues.

Complete the Attendance Review or equivalent CCIS spreadsheet to:

- Review the provider’s service schedule.

## REGULATED PROVIDER

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*April 15, 2015*

- Review the schedules of the enrolled children.
- Review the p/c's work schedule.

If the Capacity Designee feels there is a capacity issue after the review:

- Contact the provider to advise him/her of the issue.
- Send the provider a Capacity Compliance form and an Affirmation Statement.
- Require the provider to complete the Capacity Compliance form for the week beginning the Monday after the form is received.
- Require that the provider sign the Affirmation Statement if s/he says s/he is in compliance with capacity levels.
- Both forms must be submitted timely to the CCIS.
- If the provider refuses to sign the Affirmation Statement and/or submit the Capacity Compliance form do not enroll the child(ren).

The CCIS must ensure that the provider does not overenroll subsidized children in a facility. If the analysis indicates overcapacity, do the following:

- Remove/suspend the most recently placed child(ren) who caused the overcapacity and give the p/c 30 days to find a new provider.
- Use "Provider Non-Compliance" for the suspension reason.

If, after the CCIS addresses the overcapacity issue with subsidized children, the CCIS has knowledge that the remaining number of private-pay children exceeds capacity, the CCIS shall contact the Regional Office to file a formal complaint. The complaint to the Regional Office must include the specific days of the week and times of the day that overcapacity appears to be a problem based on the CCIS analysis.

**In all situations described above, maintain documents as part of the provider's CCIS records. Record information in PELICAN CCW Provider Comments.**

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[See Manual Section "300.19.3.10 – Questions – 300.14 – Capacity Compliance"](#)

300.15 OWNERSHIP OF REGULATED PROVIDERS

The CCIS that maintains identifying information about a regulated provider is the “owner.” Ownership of a regulated provider is based on the county of the provider location.

**Location Demographics Summary**

MPI Location ID	Provider Certification ID	Provider ID	Legal Entity Name	Location Name
300400190-0001		5113364266-1	CANBY CHILD CARE SERVICES INC	CANBY CHILD CARE SERVICES

**Keystone STARS Quality Rating**  
No STAR Rating

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**General Location Information**

Location Name	CANBY CHILD CARE SERVICES
Language	English
Total Licensed Capacity	24
Website	
Vendor Id	C912454
<b>CCIS Office Assignment</b>	<b>CCIS of Cumberland/Dauphin/Perry County</b>
MCCA County	Dauphin
Municipality	
School District	

The owning CCIS displays next to the CCIS Office Assignment on the Location Demographics Summary page.

**NOTES:** The CCIS Office Assignment for Allegheny and Philadelphia CCIS agencies is based on ZIP code.

Contact OCDEL Headquarters provider staff if the office assignment needs to be changed.

Only the owning CCIS may make changes to identifying information about the provider within PELICAN CCW. The owning CCIS must establish a provider file for all regulated providers that reside in its geographic area. The file should include the [Agreement](#) and all signed paperwork received from the provider.

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300.16 MARKET RATE SURVEY

Every two years the federal government requires OCDEL to survey rates of regulated child care providers located in Pennsylvania to determine the amount they charge the general public for child care. OCDEL Headquarters extracts private pay data from PELICAN CCW for the federal report.

Prior to the data extract, providers will be advised to make sure their Private Pay Rates are current in PELICAN CCW. Providers who use PSS will be advised to log into PSS and update their Private Pay Rates; users who do not use PSS will be advised to contact their CCIS for a paper form to use for submission of their updated rates.

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300.17 Other Provider Circumstances

300.17.1 Duplicate Records

There are three forms of duplicate records: duplicate legal entities, duplicate locations within one legal entity and duplicate locations between two or more legal entities. Sometimes a provider chooses to operate under a new Tax ID. Often, in these cases the certificate is on a different record than the enrollments and STARS. This is a problem. By regulation, STARS and enrollments are not to be on locations without a certificate. The CCIS should advise OCDEL Headquarters provider staff and their subsidy coordinator about potential duplicate provider records.

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[See Manual Section “300.19.3.11 – Questions – 300.17.1 – Duplicate Records”](#)

300.17.2 Name Mismatches

Providers do not always communicate the same information to both the CCIS and to the Regional Office. For instance, providers may have changed their business name and told CCIS about the change but did not inform the Regional Office. In order for that change to appear in PELICAN CCW, the provider must notify the Regional Office.

In some cases, when a location submits an application for renewal, staff at the location might enter an incorrect Legal Entity Name or other incorrect information which then passes from CLS to PELICAN CCW. If the CCIS notes this or other discrepancies, contact the Regional Office representative so they can synchronize the two systems.

If the issue is not corrected in a reasonable time, contact OCDEL Headquarters provider staff or your subsidy coordinator.

**NOTE:** For Legal Entity’s IRS Name corrections, contact OCDEL Headquarters provider staff.

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300.17.3 STARS

As noted above, regulations require STARS to be on a certified location. In addition, in order to receive the STAR add-on payment, the STARS need to be with enrollments. If the CCIS notices situations where the STARS are not with enrollments and/ or not with the certificate, contact OCDEL Headquarters provider staff for investigation and resolution.

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300.18 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

300.18.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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300.18.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

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300.18.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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300.18.4 Additional Resources

DATE ISSUED	REFERENCE NUMBER	TITLE

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## 300.19 TRAINING GUIDE

This section contains information pertinent to training. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

### 300.19.1 Goals

The information in this section contains the goals with regard to regulated providers. The following are the goals of this manual section:

1. To describe the responsibilities of the parties as they pertain to regulated providers.
2. To explain how regulated provider information is entered/maintained in PELICAN CCW.
3. To describe the capacity compliance policy.
4. To explain termination of a Regulated Provider Agreement.
5. To describe regulated provider ownership.
6. To describe negative sanctions and CCIS responsibilities.

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### 300.19.2 Objectives

The information in this section contains the objectives with regard to regulated child care. The following are the objectives of this manual section:

1. To understand the p/c's responsibilities regarding regulated child care.
2. To understand the CCIS's responsibilities involving regulated child care.
3. To understand the provider's responsibilities involving regulated child care.
4. To understand the requirements of the Regulated Provider Agreement.
5. To understand the procedures the CCIS must follow when a regulated provider offers subsidized child care.
6. To understand termination of a Regulated Provider Agreement.
7. To understand ownership of a regulated provider.

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300.19.3 Section Checkpoint Questions

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services developed the following questions as a check point to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

300.19.3.1 Questions – Manual Section “300.1 – General Policy & Regulation”

1. TRUE or FALSE? An FCCH provider can also provide R/N care.

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[Return to Manual Section “300.1 – General Policy & Regulation”](#)

[See Answers](#)

300.19.3.2 Questions – Manual Section “300.10 – Managing Location Demographics Information”

2. TRUE or FALSE? Any CCIS with enrollments at a particular location can change provider information on the Location Demographics Summary page.
3. Which of the following are true about the Payee Level field on the Location Demographics Summary page?
  - a. The Payee Level is set to Location by default.
  - b. This Payee Level indicates where Payment Summaries are sent.
  - c. The owning CCIS can update the Payee Level to specify if the payment should be issued to the legal entity or location address.
  - d. If the Payee Level is set to Legal Entity and no Legal Entity Payment Address is entered, PELICAN CCW directs payment to the Legal Entity Physical Address.
  - e. If the Payee Level is set to Location and no Location Payment Address is entered, PELICAN CCW directs payment to the Location Physical Address.
  - f. a, b, c and d.
  - g. a, b, c and e.
  - h. All of the above.

4. Opting in to Online Attendance Tracking allows the provider to do all the following except \_\_\_\_?
  - a. Receive and submit monthly attendance invoices electronically.
  - b. View invoices as of the first of every month.
  - c. View copies of payment summaries, recoupment and outstanding balance letters.
  - d. Make spelling corrections on invoices.
  - e. Opt-out.
  - f. Receive automatic updates during the overnight batch process when the CCIS makes a co-pay or enrollment change to a child on the invoice.
  
5. TRUE or FALSE? When the Certificate Status on the Location Demographics Summary page shows “Closed”, the CCIS should end enrollments.
  
6. Which of the following is true about a provider whose R&R status is R&R Inactive?
  - a. The telephone number shows in a public provider search but the profile does not.
  - b. The telephone number does not show but the profile does.
  - c. Neither the telephone number nor the profile shows.
  - d. Both the telephone number and the profile show.

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[Return to Manual Section “300.10 – Managing Location Demographics Information”](#)

[See Answers](#)

### 300.19.3.3 Questions – Manual Section “300.11.1 – Provider Agreement”

7. TRUE or FALSE. Once a regulated provider agreement is signed it is valid indefinitely as long as the provider continues to provide care as a regulated provider at the same location and neither party ends the agreement?

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[Return to Manual Section “300.11.1 – Provider Agreement”](#)

[See Answers](#)

300.19.3.4 Questions – Manual Section “300.11.1.1 – Entering the Provider Agreement”

8. TRUE or FALSE? An owning CCIS does not need to provide a copy of the provider agreement to a non-owning CCIS even though the non-owning CCIS has enrollments.

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[Return to Manual Section “300.11.1.1 – Entering the Provider Agreement”](#)

[See Answers](#)

300.19.3.5 Questions – Manual Section “300.11.1.2 – Ending the Provider Agreement”

9. Which of the following are true about ending a provider agreement?
  - a. A provider agreement cannot be terminated if there are active enrollments in PELICAN CCW. If there are enrollments, they must be suspended before ending the Agreement in PELICAN CCW.
  - b. If the CCIS ends the Agreement in error or on the wrong day, there is no way to correct that error.
  - c. A Provider Non-Compliance Letter is generated when an Agreement has been ended for any reason other than Voluntary.
  - d. All except b.
  - e. All of the above.

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[Return to Manual Section “300.11.1.2 – Ending the Provider Agreement”](#)

[See Answers](#)

300.19.3.6 Questions – Manual Section “300.11.2 – Closures (Fiscal Year Close Dates)”

10. Which of the following is not true about Statewide Closed Days?
  - a. OCDEL Headquarters enters these days into PELICAN CCW annually.
  - b. The days represent the main Commonwealth of PA closed days.
  - c. The days display in a provider’s PELICAN CCW record the day after an Agreement is entered.
  - d. The CCIS needs to wait for the closed days to display in a provider’s PELICAN CCW record before entering the provider’s closed days.
  - e. If a provider is not closed on a Statewide Closed Day, delete the closure through the edit process.
  - f. If the provider is closed on the Statewide Closed Day, and it is not a paid day the CCIS should edit the Paid column to indicate No.
11. TRUE or FALSE? The CCIS enters closed days for all new provider locations whether the provider participates in PSS or not.
12. Which of the following are true about closed days and providers who do not use PSS?
  - a. The CCIS enters the closed days for new providers (as the CCIS does for providers who do use PSS.)
  - b. Annually, the CCIS enters the provider’s closed days based on information submitted on Appendix B, Provider’s Closed Days.
  - c. A provider who does not submit the Appendix B to the CCIS automatically gets paid for all Statewide Default Closed Days and once the day has passed, the CCIS will not correct the day to show “open”.
  - d. Once the CCIS enters closed days on behalf of the provider based on information on the Appendix B, the days cannot be changed during the year.
  - e. The provider may not request the CCIS to change a closed day unless it is to correct an error made by the provider.
  - f. If the provider has not reached the maximum number of allowed paid closures, the provider must notify the CCIS at least two weeks prior to adding a closed day and must notify the

CCIS within three days of reopening the facility following an emergency or unplanned closure such as a snow day.

- g. All of the above.

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[Return to Manual Section “300.11.2 – Closures \(Fiscal Year Close Dates\)”](#)

[See Answers](#)

300.19.3.7 Questions – Manual Section “300.11.3 – Comments”

- 13. Reasons to enter Provider Comments include which of the following?
  - a. To document contacts, both in person and by telephone with a provider.
  - b. To document correspondence not generated in PELICAN CCW.
  - c. To document a follow-up action when a prior comment indicates a future action is needed.
  - d. a only.
  - e. a and b.
  - f. All of the above.

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[Return to Manual Section “300.11.3 – Comments”](#)

[See Answers](#)

300.19.3.8 Questions – Manual Section “300.11.4 – Rates”

- 14. Which of the following are true?
  - a. The owning CCIS enters initial rates for new provider locations whether or not the provider participates in PSS.
  - b. The Private Pay Rates entered in CCW display in COMPASS under a provider search.
  - c. Whether the CCIS converts the Private Pay Rates to the Subsidy Payment Rate is a matter of policy.
  - d. Providers who use PSS should be encouraged to update their Private Pay Rates so that the

- provider search shows their most current information.
- e. When a CCIS receives an alert that the provider has changed his/her Private Pay Rates in PSS, the CCIS MUST only convert the Private Pay Rates in accordance with policy.
  - f. All of the above.
15. TRUE or FALSE. If the provider's published rates are different than those submitted on the Appendix C-1, the CCIS should enter the rates the provider indicates on the C-1.
16. TRUE or FALSE. If the provider's published rates show a higher part-time rate than the full-time rate for a care level, the CCIS should enter the part-time rate into BOTH the part-and full-time rates for the Private Pay Rates.
17. TRUE or FALSE. If a provider submits/enters new rates which represent an increase, as long as they are below the MCCA, the CCIS can convert them into the Subsidy Payment Rate.

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[Return to Manual Section "300.11.4 – Rates"](#)

[See Answers](#)

300.19.3.9 Questions – Manual Section "300.12 – Negative Sanctions"

18. Which of the following are true about negative sanctions?
- a. The CCIS should review the Negative Sanction Chart weekly for actions against providers who have enrollments placed by the CCIS and take action as indicated on the chart.
  - b. When a provider has a revocation or refuse to renew sanction against the facility, Headquarters staff make the provider R&R Inactive in order to prevent the telephone number from displaying on COMPASS.
  - c. Regulated providers will still receive subsidy payments and enroll subsidy children if they have appealed their sanction.
  - d. All of the above.

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[Return to Manual Section “300.12 – Negative Sanctions”](#)

[See Answers](#)

300.19.3.10 Questions – Manual Section “300.14 – Capacity Compliance”

19. TRUE OR FALSE? If the Capacity Designee still feels a provider has capacity issues after talking to the provider, the Capacity Designee should not enroll additional children.

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[Return to Manual Section “300.14 – Capacity Compliance”](#)

[See Answers](#)

300.19.3.11 Questions – Manual Section “300.17.1 – Duplicate Records”

20. TRUE or FALSE. If a CCIS notices duplicate record, this can just be ignored as long as the Agreement and enrollments are with the most recent record.

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[Return to Manual Section “300.17.1 – Duplicate Records”](#)

[See Answers](#)

300.19.4 [Section Checkpoint Answers](#)

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section “300.19.3 – Section Checkpoint Questions.”

300.19.4.1 Answers – Manual Section “300.1 – General Policy & Regulation”

1. FALSE. A provider cannot be both an FCCH provider and an R/N provider.

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[Return to Manual Section “300.1 – General Policy & Regulation”](#)

- 300.19.4.2 Answers – Manual Section “300.10 – Managing Location Demographics Information”
2. FALSE. Only the “owning” CCIS can update information on the Location Demographics Summary page and then, only if it’s an editable field.
  3. h. All of the above. The Payee Level is set to Location by default. This field indicates where Payment Summaries are sent. The owning CCIS can update the Payee Level to specify if the payment should be issued to the legal entity or location address. If the owning CCIS changes the Payee Level to Legal Entity and no Legal Entity Payment Address is entered, PELICAN CCW directs payment to the Legal Entity Physical Address. If the Payee Level is set to Location and no Location Payment Address is entered, PELICAN CCW directs payment to the Location Physical Address.
  4. d. Opting-in to Online Attendance Tracking does not allow a provider to make spelling corrections on the invoice. Opting in does allow the provider to receive and submit monthly attendance invoices electronically, view invoices as of the first of every month, view copies of payment summaries, recoupment and outstanding balance letters, receive automatic updates during the overnight batch process when the CCIS makes a co-pay or enrollment change to a child on the invoice and decide to opt-out of Online Attendance Tracking.
  5. FALSE. **Do not end enrollments** if this displays “Expired,” “Revoked,” or “Closed.” The provider could be appealing the Status. The Regional Office staff close the location when the pending events are complete.
  6. c. Neither the regulated providers’ telephone number nor their R&R profile information displays through the public Internet search unless they are in R&R Active status. OCDEL Headquarters staff change this status to Inactive – Not on Mailing List when a provider is under a revoked or refuse to renew status due to a sanction imposed by the Regional Office. When the revocation is ended by the Regional Office or the renewal has occurred, OCDEL Headquarters provider staff restore the R&R status.

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[Return to Manual Section “300.10 – Managing Location Demographics Information”](#)

300.19.4.3 Answers – Manual Section “Manual Section “300.11.1 – Provider Agreement”

7. FALSE. Some situations require a new agreement per OCDEL policy; the CCIS is allowed to be stricter than OCDEL policy when requiring a new regulated provider agreement.

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[Return to Manual Section “300.11.1 – Provider Agreement”](#)

300.19.4.4 Answers – Manual Section “Manual Section “300.11.1.1 – Entering the Provider Agreement”

8. FALSE. The owning CCIS should share the provider agreement with a non-owning CCIS who has enrollments.

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[Return to Manual Section “300.11.1.1 – Entering the Provider Agreement”](#)

300.19.4.5 Answers – Manual Section “Manual Section “300.11.1.2 – Ending the Provider Agreement”

9. d. All except b. If the CCIS ends the Agreement in error or on the wrong day, the provider specialist can click the CCIS Provider Agreement hyperlink, remove the End Effective Date and Click Save. A provider agreement cannot be terminated if there are active enrollments in PELICAN CCW. Enrollments, must be suspended before ending the Agreement in PELICAN CCW. A Provider Non-Compliance Letter is generated when an Agreement has been ended for any reason other than Voluntary.

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[Return to Manual Section “300.11.1.2 – Ending the Provider Agreement”](#)

300.19.4.6 Answers – Manual Section “300.11.2 – Closures (Fiscal Year Close Dates)”

10. d. Even though the Statewide Closed Days do not display in the provider’s PELICAN CCW record until the day after the Agreement is entered, the CCIS can enter the provider’s other closed days on the day the Agreement. In addition, OCDEL Headquarters enters Statewide Closed Days into PELICAN CCW annually. The Statewide Closed Days represent the main Commonwealth of PA closed days. The Statewide Closed Days display in a provider’s PELICAN CCW record the day after an Agreement is entered. If a provider is not closed on a Statewide Closed Day, delete the closure through the edit process. If the provider is closed on the Statewide Closed Day, and it is not a paid day the CCIS should edit the Paid column to indicate No.
11. TRUE. The CCIS enters closed days for all new provider locations whether the provider participates in PSS or not. Thereafter, the provider who uses PSS is expected to maintain his/her own closed days.
12. g. All of the above. The CCIS enters the closed days for new providers (as the CCIS does for providers who do use PSS.) Annually, the CCIS enters the provider’s closed days based on information submitted on Appendix B, Provider’s Closed Days. A provider who does not submit the Appendix B to the CCIS automatically gets paid for all Statewide Default Closed Days and once the day has passed, the CCIS will not correct the day to show “open”. Once the CCIS enters closed days on behalf of the provider based on information on the Appendix B, the days cannot be changed during the year. The provider may not request the CCIS to change a closed day unless it is to correct an error made by the provider. If the provider has not reached the maximum number of allowed paid closures, the provider must notify the CCIS at least two weeks prior to adding a closed day and must notify the CCIS within three days of reopening the facility following an emergency or unplanned closure such as a snow day.

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[Return to Manual Section “300.11.2 – Closures \(Fiscal Year Close Dates\)”](#)

300.19.4.7 Answers – Manual Section “300.11.3 – Comments”

13. f. All of the above. Comments should be entered to document contacts with a provider, whether the contact is in person or by telephone and includes documenting correspondence not generated through PELICAN CCW. If a comment indicates the need for a follow-up action by the CCIS or provider, the subsequent action should also be documented with a comment.

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[Return to Manual Section “300.11.3 – Comments”](#)

300.19.4.8 Answers – Manual Section “300.11.4 – Rates”

14. f. All of the above. The owning CCIS enters initial rates for new provider locations whether or not the provider participates in PSS. The Private Pay Rates entered in CCW display in COMPASS under a provider search. Providers who use PSS should be encouraged to update their private pay rates so that the provider search shows their most current information. Whether the CCIS converts the Private Pay Rates to the Subsidy Payment Rate is a matter of policy. When a CCIS receives an alert that the provider has changed Private Pay Rates in PSS, the CCIS MUST only convert the Private Pay Rates in accordance with policy.
15. FALSE. If there is a discrepancy between the provider’s published rates and those submitted on the Appendix C-1, the CCIS should enter the rates from the provider’s published rates.
16. FALSE. If the provider’s published rates show a higher part-time rate than the full-time rate for a care level, the CCIS should enter the rates shown on the provider’s published rate sheet. The CCIS should enter the same part-time rate as the lower full time-rate for the Converted Payment Rate for the care level.

17. FALSE. Before converting Private Pay Rates into the Subsidy Payment Rate, the CCIS must follow current policy.

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[Return to Manual Section “300.11.4 – Rates”](#)

300.19.4.9 Answers – Manual Section “300.12 – Negative Sanctions”

18. d. All of the above. The CCIS should review the Negative Sanction Chart weekly for actions against providers who have enrollments placed by the CCIS and take action as indicated on the chart. When a provider has a revocation or refuse to renew sanction against them, Headquarters staff make the provider R&R Inactive in order to prevent the provider’s telephone number from displaying on COMPASS; the provider’s other information will still display. Regulated providers will still receive subsidy payments and enroll subsidy children if they have appealed their sanction.

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[Return to Manual Section “300.12 – Negative Sanctions”](#)

300.19.4.10 Answers – Manual Section “300.14 – Capacity Compliance”

19. TRUE. When the enrollment specialist receives a capacity alert, s/he should contact the provider specialist/staff person who performs capacity analysis (Capacity Designee). The Capacity Designee must take specific steps to ensure that the child care facility is not overcapacity and should not enroll children if s/he is not comfortable with capacity.

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[Return to Manual Section “300.14 – Capacity Compliance”](#)

300.19.4.11 Answers – Manual Section “300.17.1 – Duplicate Records”

20. FALSE. CCIS staff should notify OCDEL Headquarters provider staff and the subsidy coordinator about duplicate locations.

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